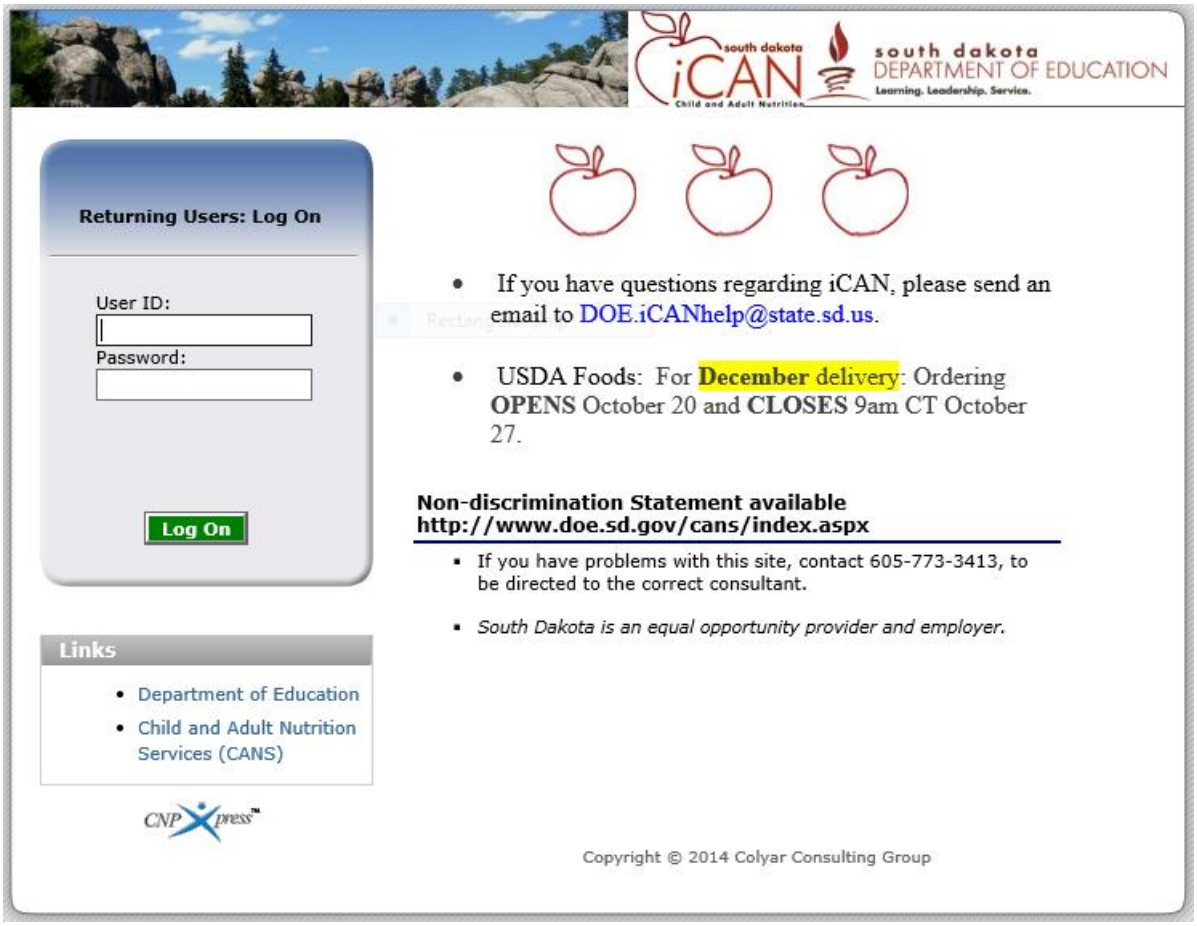
School Nutrition Programs

Website https://ican.sd.gov/ican/splash.aspx

UPDATED 1-15-15



National School Lunch and School Breakfast Programs

Updated: January 15, 2015

Table of Contents

Chapter 1 – Logging in to the System..... 5

Session Conflict Error 6

Chapter 2 – How to Navigate the iCAN System 7

An overview of the Application Process 8

Chapter 3 - Application Packet 9

Completing a Sponsor Application 9

Errors and Warnings..... 18

Submitting Forms and Documents to CANS..... 20

Checklist Summary 24

Site Application..... 29

Errors and Warnings..... 35

Chapter 4 – Incomplete or Returned Applications 39

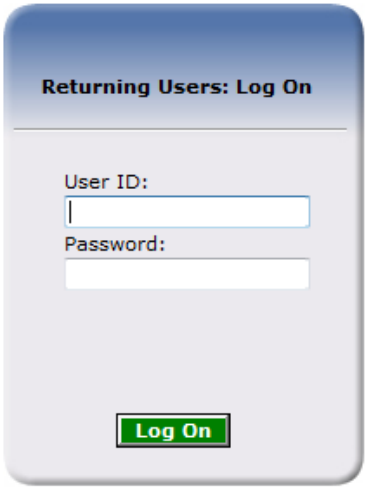
Chapter 5 – Approved Applications 43

Chapter 6 – Adding a new Site 45

Chapter 7– Changing your Password 51

Chapter 1 – Logging in to the System

1) In the Log On box, enter your User ID.
2) Enter your Password.
3) Click *Log On*.



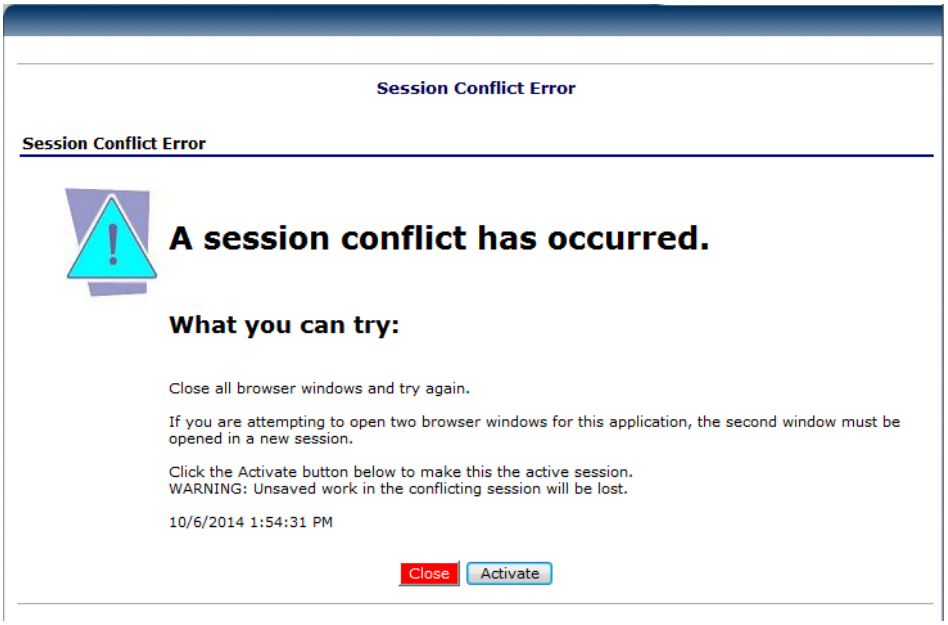
4) Once you successfully log on, the *i*CAN Programs page is displayed. Click on the specific tile you wish to access. In this instance the *School Nutrition Programs*.

TIP: Actual access to specific program tiles is based on the user's security rights. You may not see all tiles displayed. If you have access to only one program you will not see this screen at all.

SESSION CONFLICT ERROR

Occasionally you may encounter a *Session Conflict Error* when logging into to iCAN.

First try clicking the *Activate* button. In most instances this will take you directly to the iCAN Log On. If clicking *Activate* does not work, you will need to close out your other browsers (after saving your work!) and try to log on again. If the problem persists, please send an email to DOE.iCANHelp@state.sd.us or call 605-773-3413.



Chapter 2 –Navigating the iCAN System

Once you have logged in, the top portion of the *i*CAN page contains key elements that provide basic information about your location within the system.

The **Program Name** will identify which Program you are in.

The dark blue line contains the **Menu** Items. Selecting a menu item will take you to that menu page.

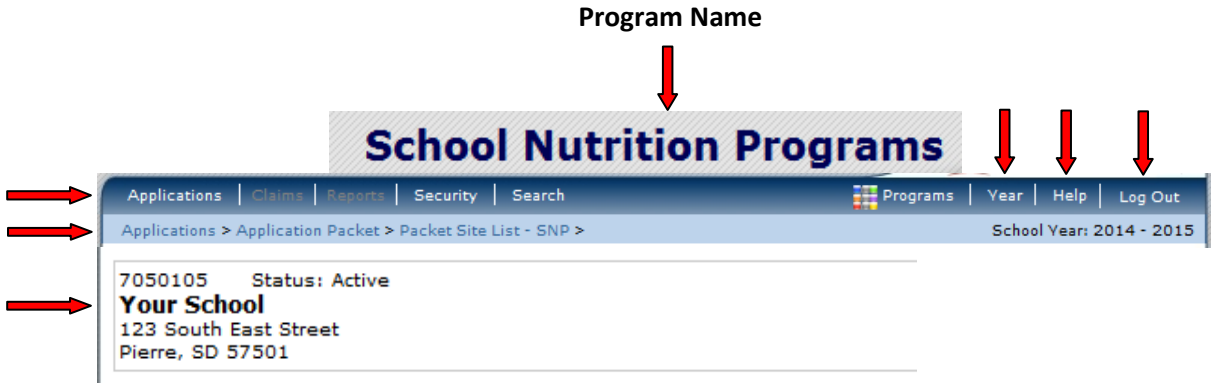
The light blue line is the **Breadcrumb Trail**. This identifies your location within the iCAN system. Selecting a specific portion of the trail will take you back to that particular screen.

Your School or Agency information will be shown in the **information box**.

Year will allow you to select prior Program Years to view information.

Help will take you to the online help screen where you can search for a specific question or obtain instructions for navigating the iCAN system.

Please make sure you **Log Out** to exit the *i*CAN system.

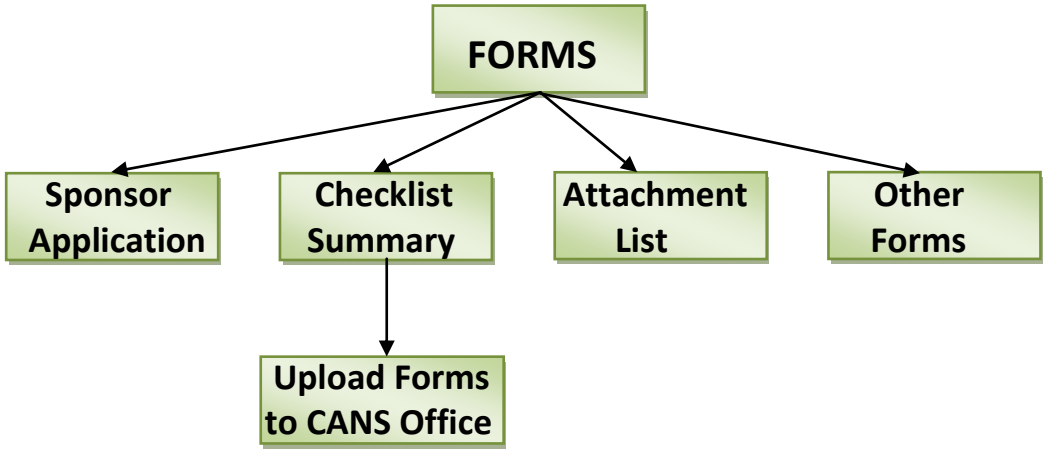


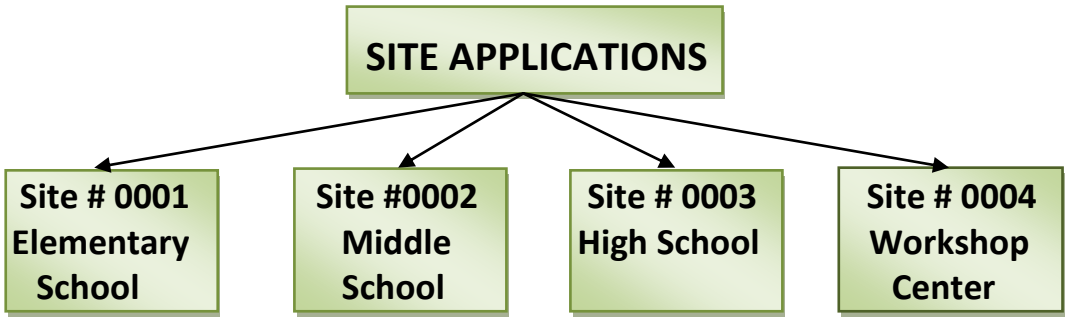
An Overview of the Application Process

The Application Packet consists of two main sections.

FORMS: This contains the Sponsor Application, a Checklist Summary and an Attachment List. Your list of forms will vary depending on your particular School/Agency.

SITE APPLICATIONS: There will be an individual application required for each of your sites.





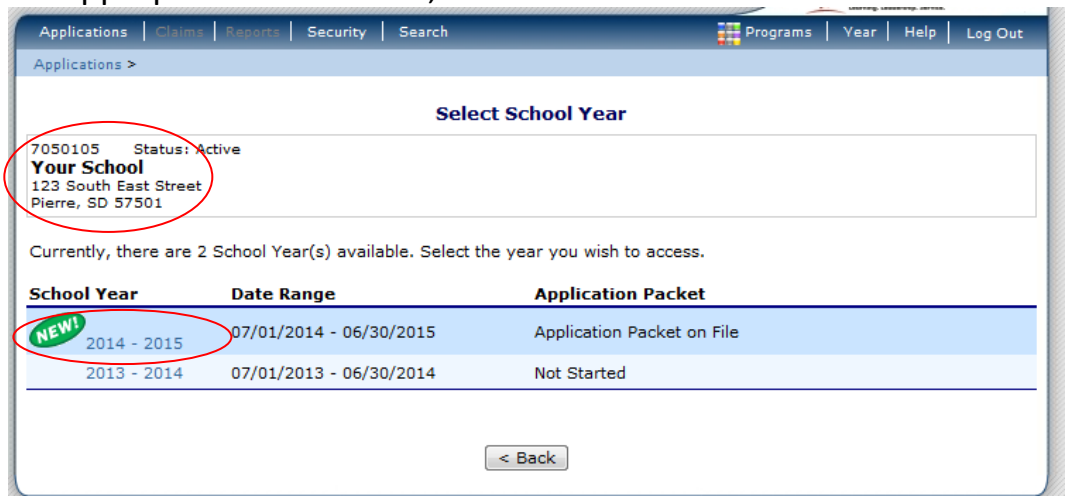
Chapter 3 – Application Packet

Completing a Sponsor Application

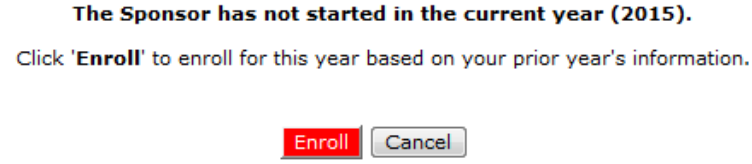
1) Select *Applications* in the Menu line.

2) Select *Application Packet*.

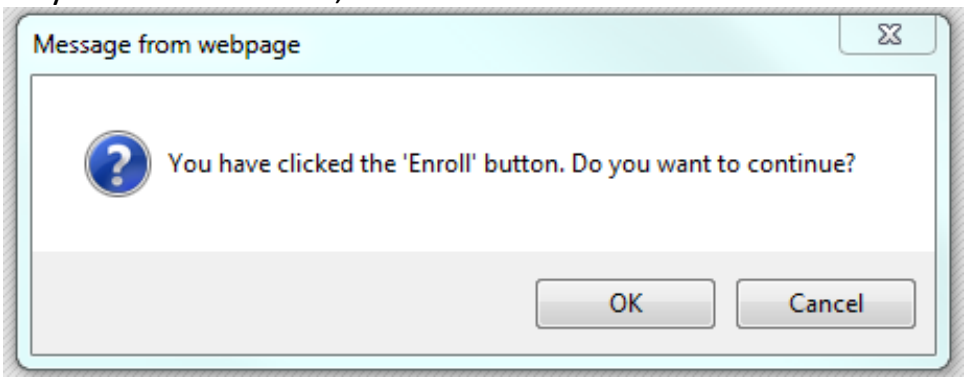
3) Your school or agency name should already be listed. Select the appropriate School Year; in this case *2014-2015*.



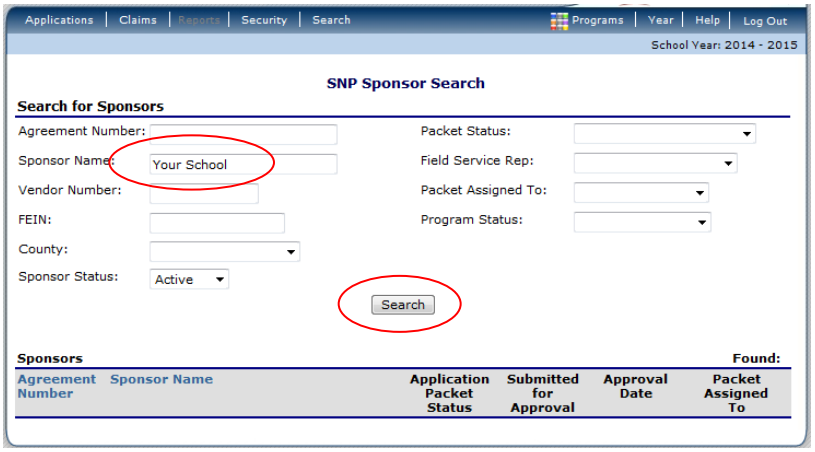
4) Select *Enroll* to begin a renewal application, or if you do not wish to complete an application at this time, select *Cancel*.



5) If you selected *Enroll*, Click *OK* to continue.

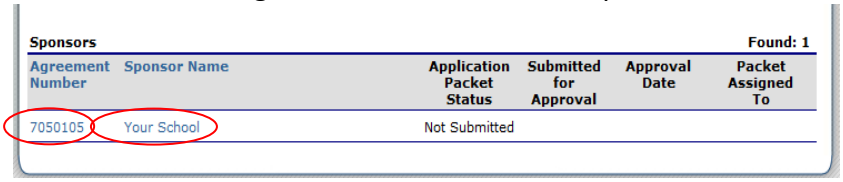


TIP: For individuals that work with **multiple Agencies** (such as a Food Service Management Co.), you must first search for the Sponsor. Fill in the Sponsor's name and select *Search*.

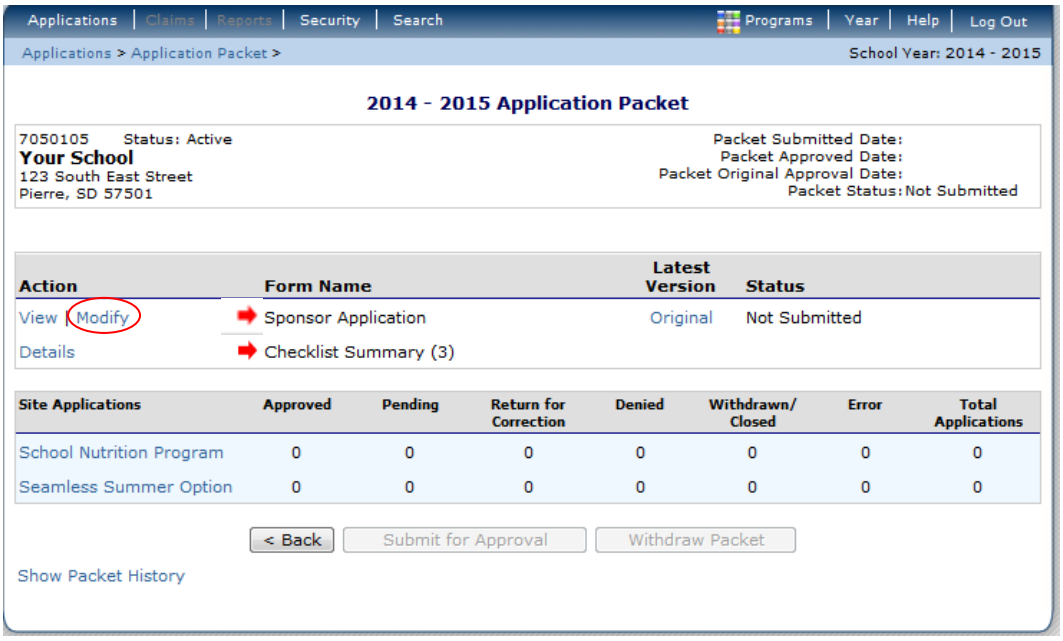


The Sponsor's Name will appear at the bottom of the screen.

Select either the Agreement Number or the Sponsors name.



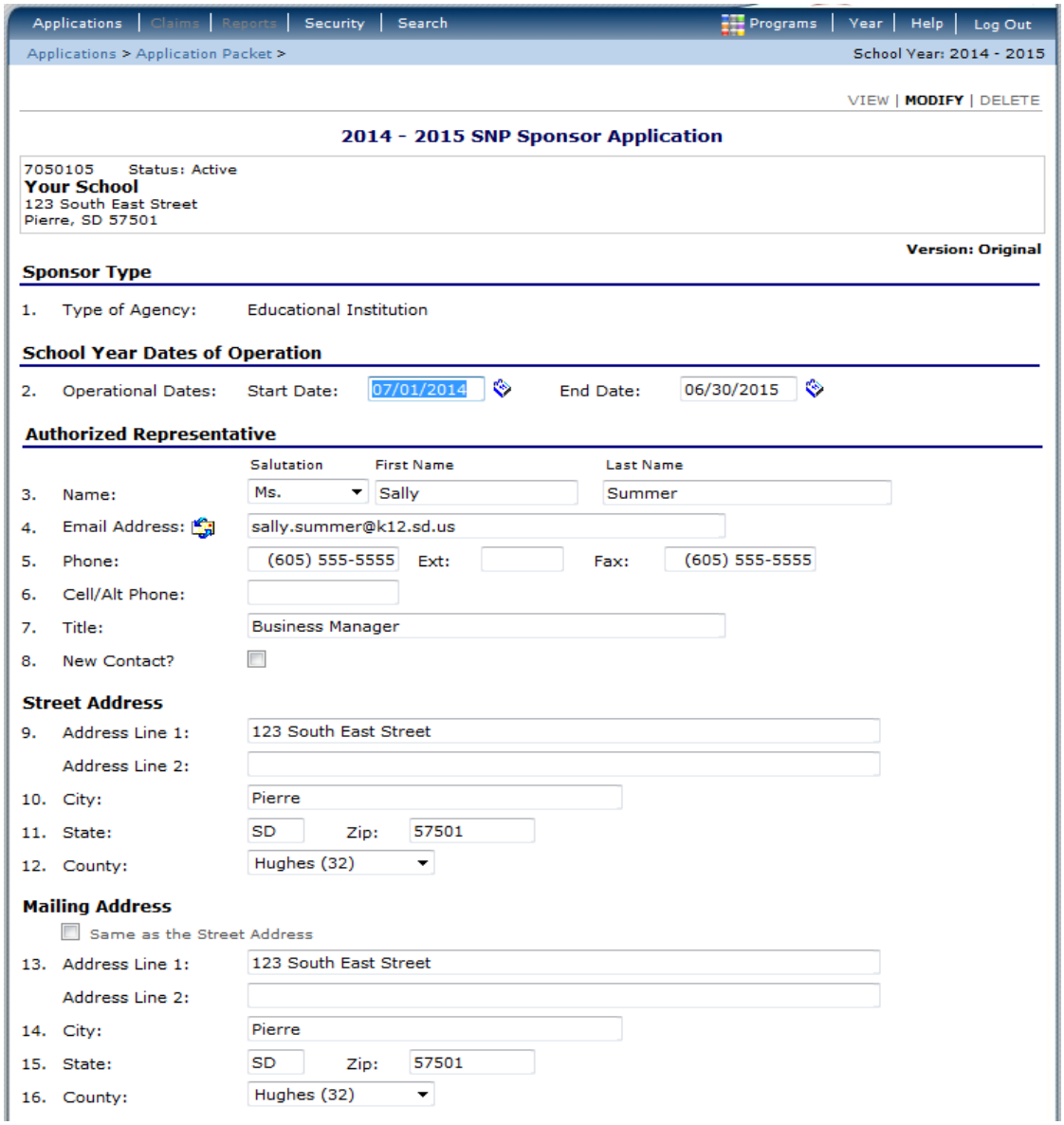
6) Select *Modify*



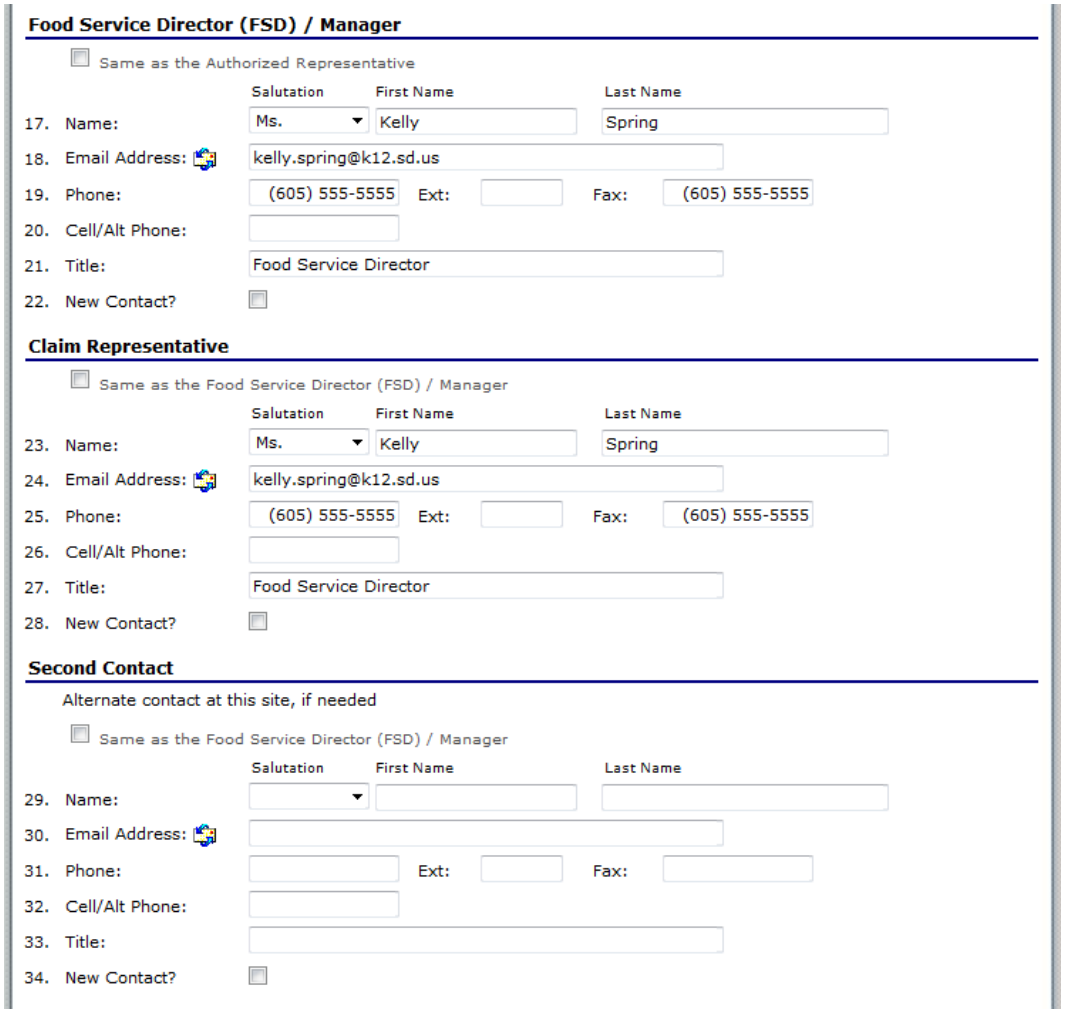
7) Complete all open boxes of the application.
Renewing agencies will have some of their prior year information roll forward. Review and update as necessary.

Question #2, Operational Dates, will automatically default to July 1 to June 30. Please update using your school or agency's actual dates of operation.

TIP: The Salutation drop-down box (Mr., Mrs., etc.) is a required field.



Continue to complete all open boxes.



Food Service Director (FSD) / Manager

Same as the Authorized Representative

		Salutation	First Name	Last Name				
17.	Name:	Ms.	Kelly	Spring				
18.	Email Address:	kelly.spring@k12.sd.us						
19.	Phone:	(605) 555-5555	Ext:		Fax:	(605) 555-5555		
20.	Cell/Alt Phone:							
21.	Title:	Food Service Director						
22.	New Contact?							

Claim Representative

Same as the Food Service Director (FSD) / Manager

		Salutation	First Name	Last Name				
23.	Name:	Ms.	Kelly	Spring				
24.	Email Address:	kelly.spring@k12.sd.us						
25.	Phone:	(605) 555-5555	Ext:		Fax:	(605) 555-5555		
26.	Cell/Alt Phone:							
27.	Title:	Food Service Director						
28.	New Contact?							

Second Contact

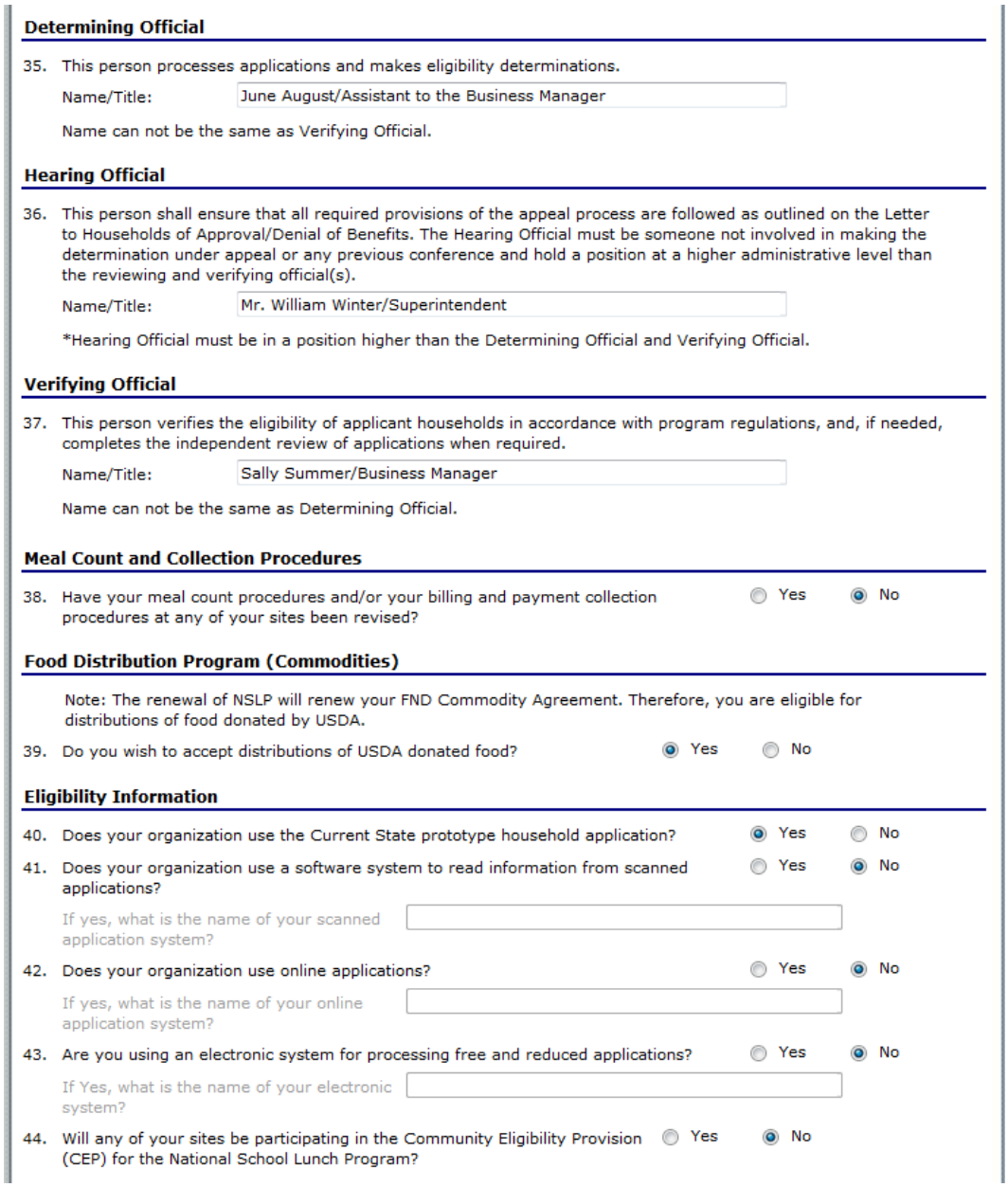
Alternate contact at this site, if needed

Same as the Food Service Director (FSD) / Manager

		Salutation	First Name	Last Name				
29.	Name:							
30.	Email Address:							
31.	Phone:		Ext:		Fax:			
32.	Cell/Alt Phone:							
33.	Title:							
34.	New Contact?							

Continue to complete all open boxes

TIP: Question #37, *Verifying Official* was formally called the *Confirmation Official.*



Determining Official

35. This person processes applications and makes eligibility determinations.

Name/Title: June August/Assistant to the Business Manager

Name can not be the same as Verifying Official.

Hearing Official

36. This person shall ensure that all required provisions of the appeal process are followed as outlined on the Letter to Households of Approval/Denial of Benefits. The Hearing Official must be someone not involved in making the determination under appeal or any previous conference and hold a position at a higher administrative level than the reviewing and verifying official(s).

Name/Title: Mr. William Winter/Superintendent

*Hearing Official must be in a position higher than the Determining Official and Verifying Official.

Verifying Official

37. This person verifies the eligibility of applicant households in accordance with program regulations, and, if needed, completes the independent review of applications when required.

Name/Title: Sally Summer/Business Manager

Name can not be the same as Determining Official.

Meal Count and Collection Procedures

38. Have your meal count procedures and/or your billing and payment collection procedures at any of your sites been revised? ○ Yes ◉ No

Food Distribution Program (Commodities)

Note: The renewal of NSLP will renew your FND Commodity Agreement. Therefore, you are eligible for distributions of food donated by USDA.

39. Do you wish to accept distributions of USDA donated food? ◉ Yes ○ No

Eligibility Information

40. Does your organization use the Current State prototype household application? ◉ Yes ○ No

41. Does your organization use a software system to read information from scanned applications? ○ Yes ◉ No

If yes, what is the name of your scanned application system?

42. Does your organization use online applications? ○ Yes ◉ No

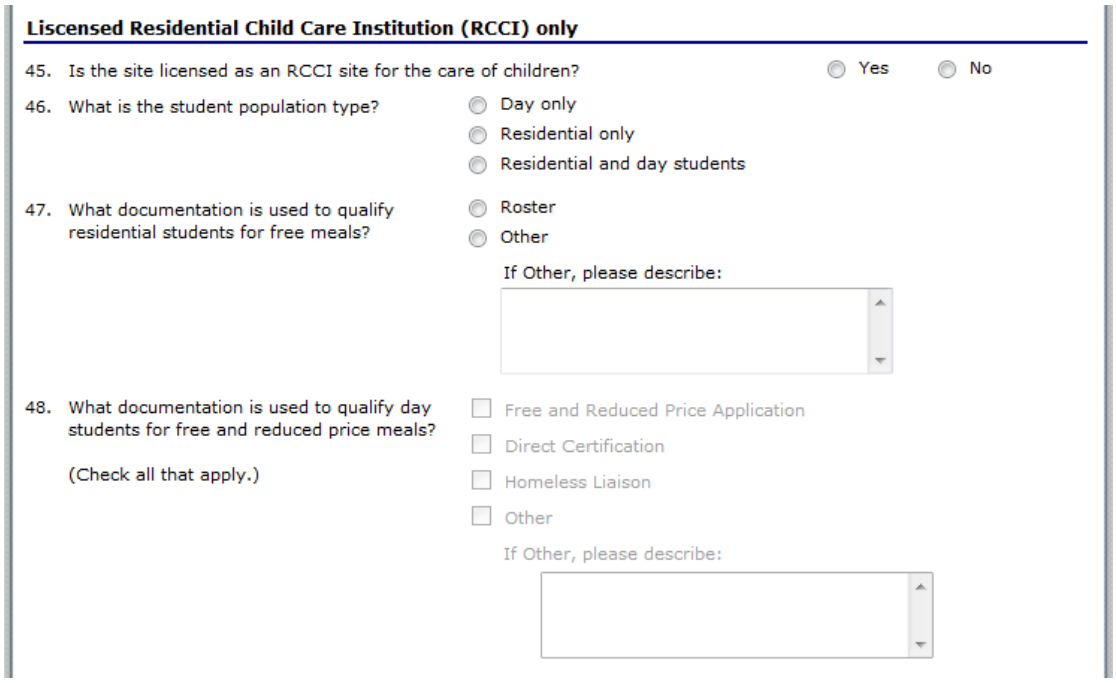
If yes, what is the name of your online application system?

43. Are you using an electronic system for processing free and reduced applications? ○ Yes ◉ No

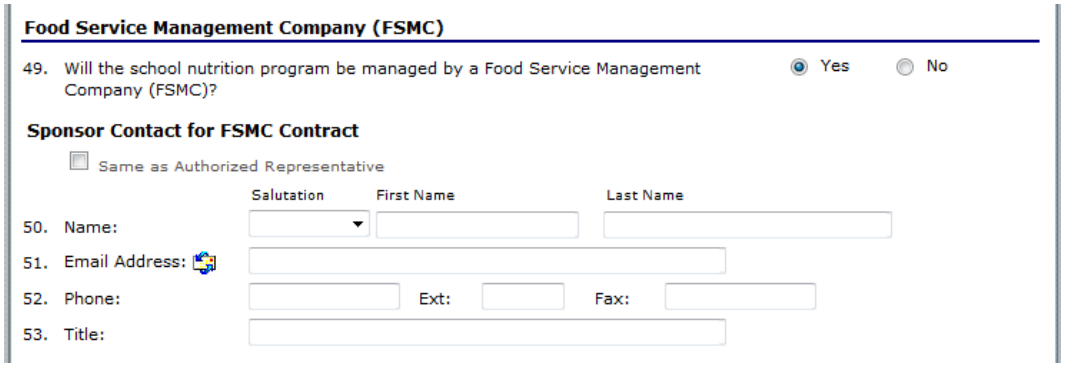
If Yes, what is the name of your electronic system?

44. Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program? ○ Yes ◉ No

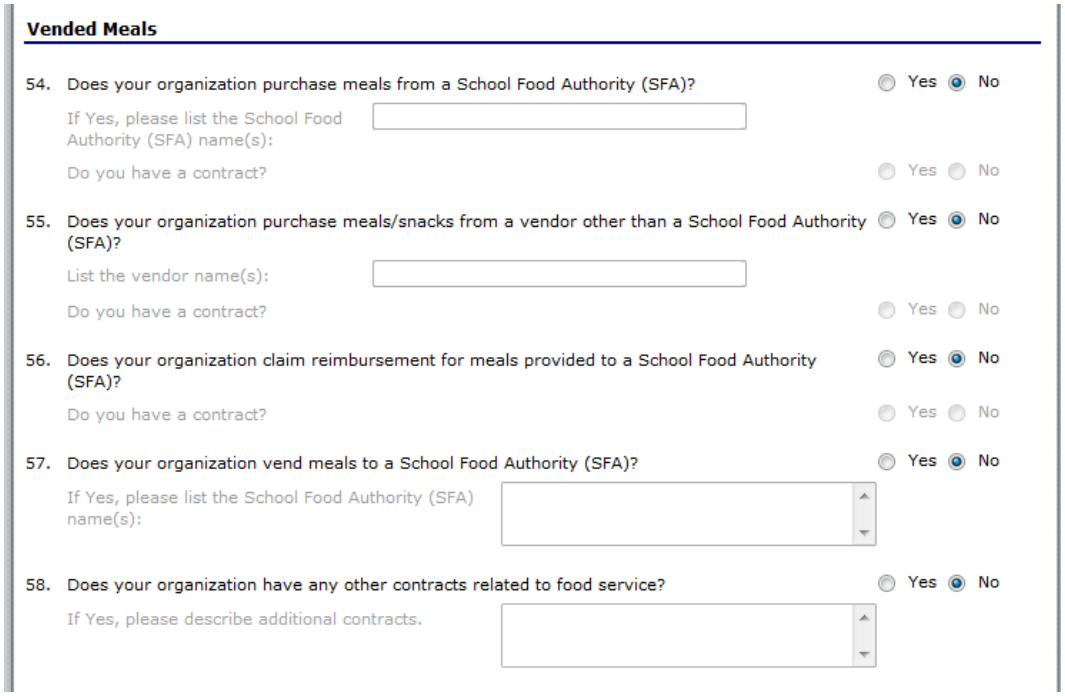
If your agency is an RCCI, complete questions 45 – 48.



If your school or agency contracts with a Food Service Management Company (FSMC), complete questions 49 – 53.



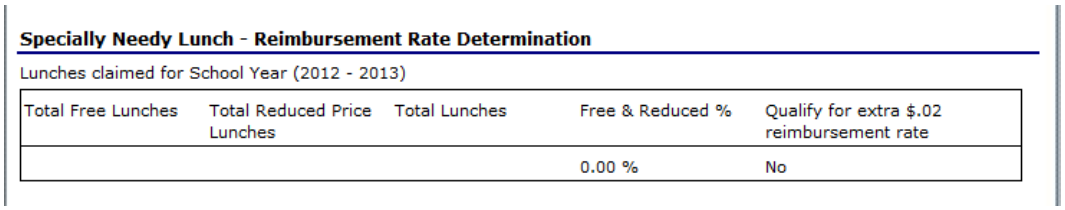
If you have a vended meal contract, complete questions # 54 – 57.
If you have any other food service contract, complete questions #58.



Vended Meals

54. Does your organization purchase meals from a School Food Authority (SFA)? ○ Yes ◉ No
    If Yes, please list the School Food Authority (SFA) name(s):
    Do you have a contract? ○ Yes ○ No
55. Does your organization purchase meals/snacks from a vendor other than a School Food Authority (SFA)? ○ Yes ◉ No
    List the vendor name(s):
    Do you have a contract? ○ Yes ○ No
56. Does your organization claim reimbursement for meals provided to a School Food Authority (SFA)? ○ Yes ◉ No
    Do you have a contract? ○ Yes ○ No
57. Does your organization vend meals to a School Food Authority (SFA)? ○ Yes ◉ No
    If Yes, please list the School Food Authority (SFA) name(s):
58. Does your organization have any other contracts related to food service? ○ Yes ◉ No
    If Yes, please describe additional contracts.

This section will automatically populate, if applicable, for your school or agency.



Specially Needy Lunch - Reimbursement Rate Determination

Lunches claimed for School Year (2012 - 2013)

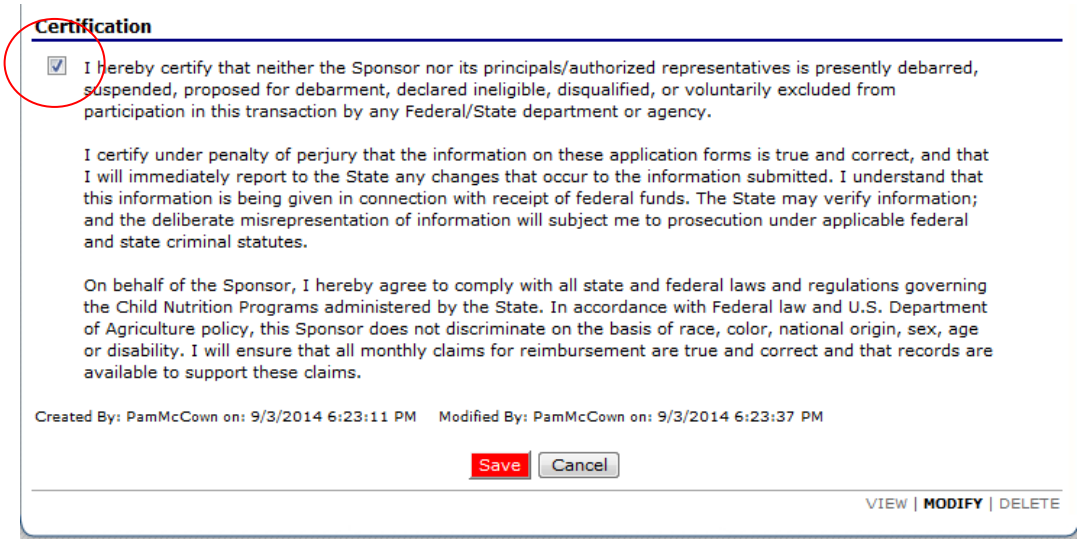
Total Free Lunches	Total Reduced Price Lunches	Total Lunches	Free & Reduced %	Qualify for extra $.02 reimbursement rate
			0.00 %	No

If there is any additional information you wish to provide, completed #59.

Comments from Sponsor

59.

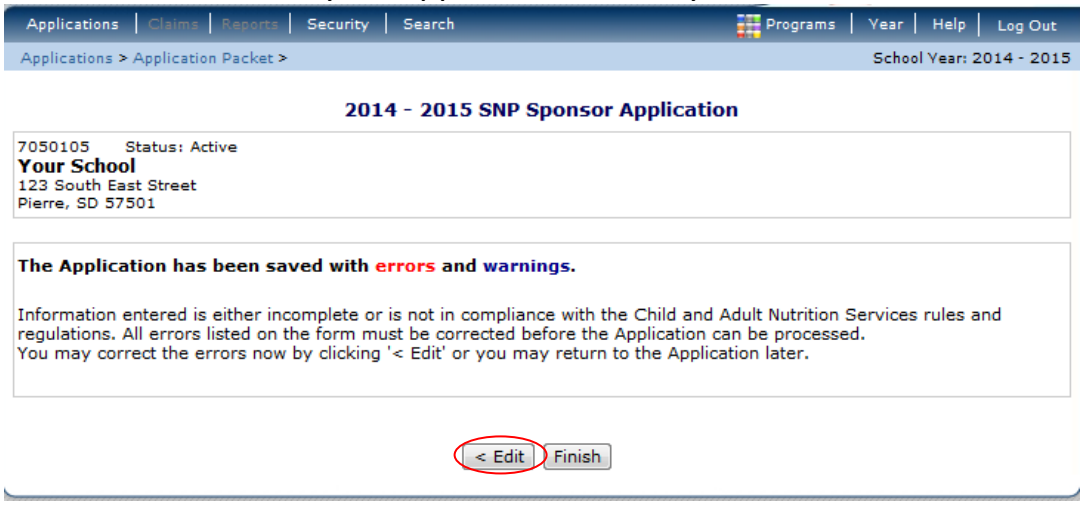
Make sure to check this box, or you will receive an error.



8) Click *Save*.

Errors and Warnings

Once saved, you may see that the application contains errors or warnings. You will need to *edit* your application before you are able to submit.

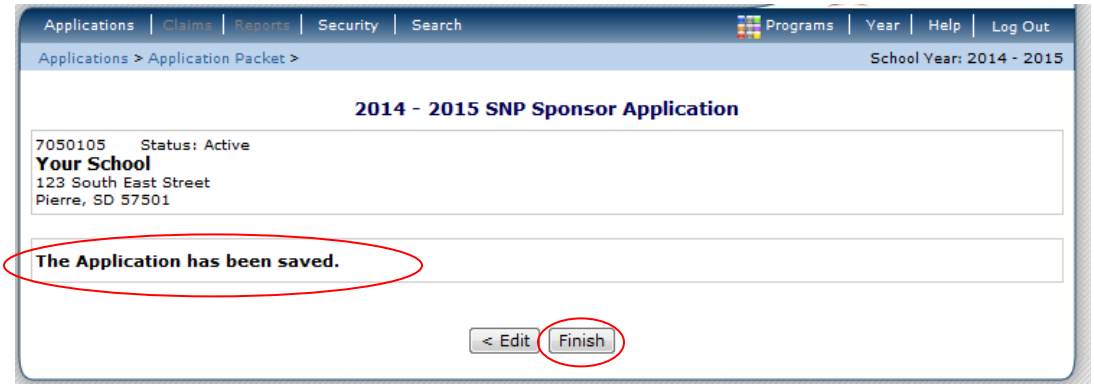


Make corrections and Click *Save* when you are finished

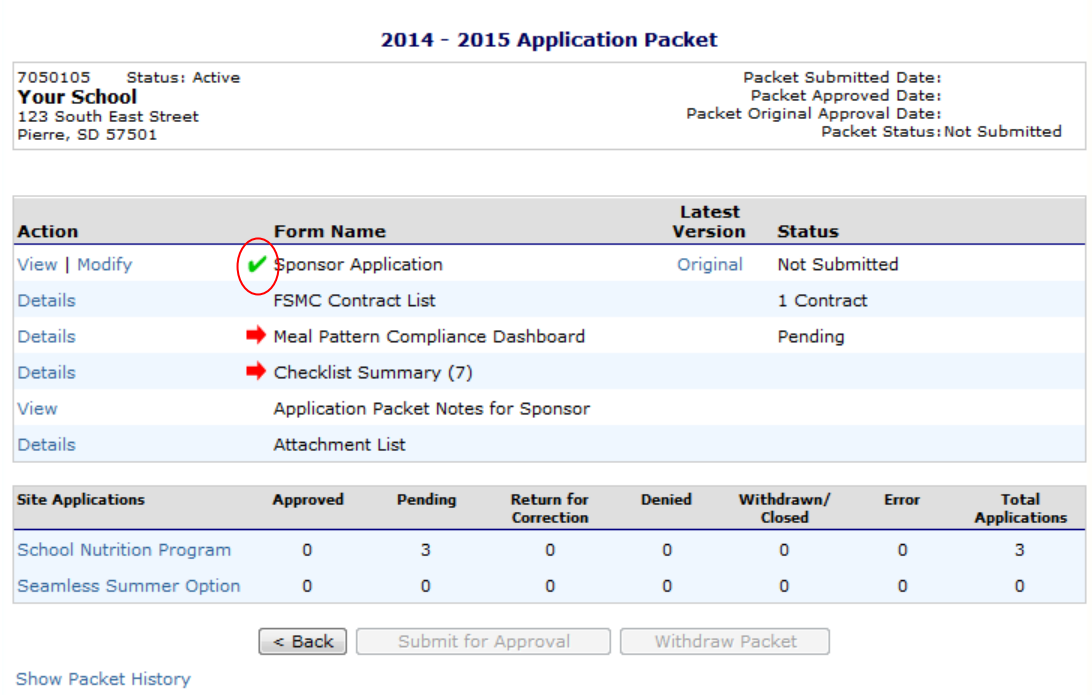
Examples of Errors and Warnings

TIP: The red errors must be corrected before you can submit the application. The blue warnings are indications that you may need to review a particular answer.

9) If you receive the following message, your application has been saved without errors or warnings. Click *Finish.*



10) You will be taken back to the Application Packet Menu. Notice the green check mark next to the Sponsor Application. This indicates that this section is now complete.

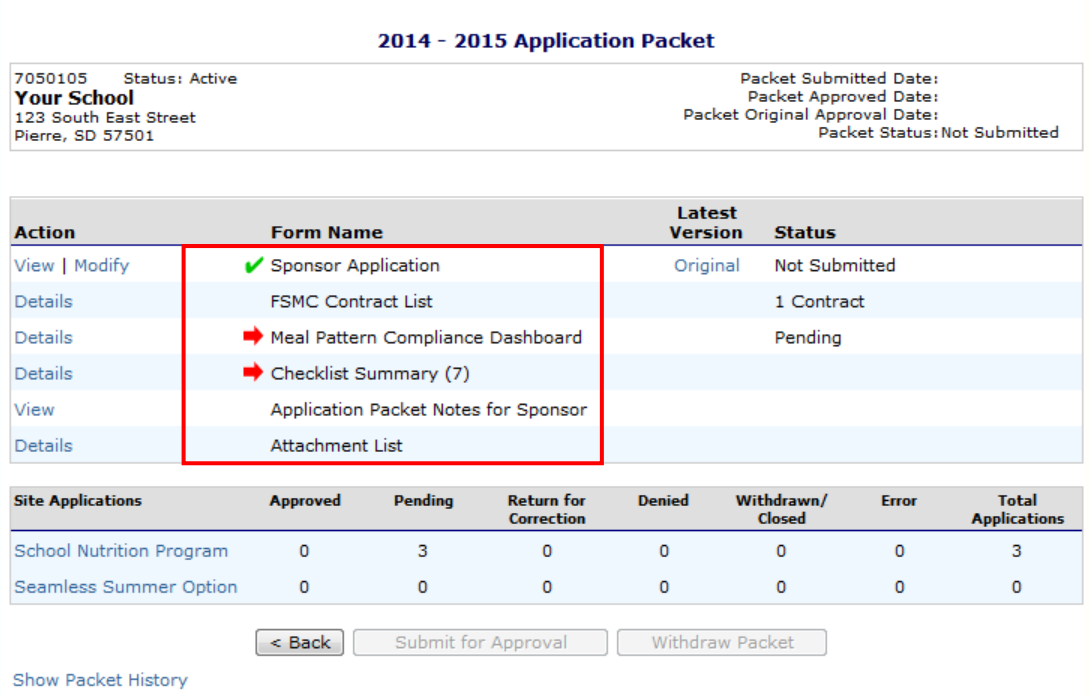


TIP: You are now finished with the Sponsor Application portion of the Application Packet. You will still need to complete and/or upload documents and also complete the Site Application before you can submit your Application Packet.

Forms and Additional Documents

Once you have completed your Sponsor Application, you will be directed back to the Application Packet Menu. There will be a list of Forms that need to be completed or documents that you will need to attach.

TIP: The list will vary, depending on your particular school or agency.



2014 - 2015 Application Packet

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

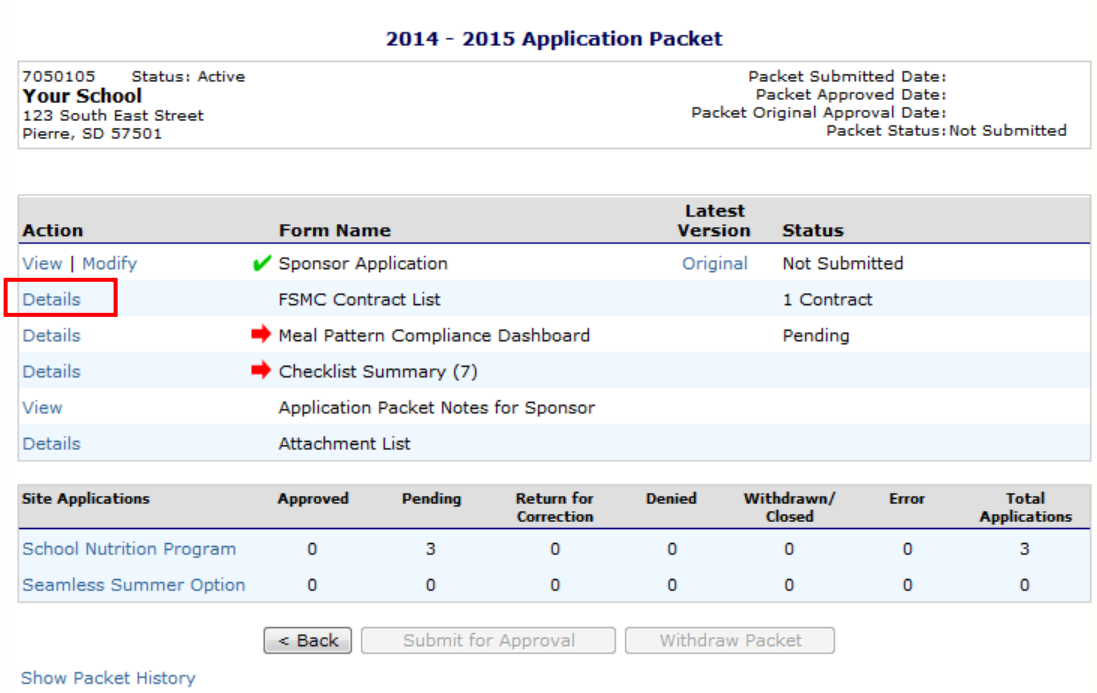
Action	Form Name	Latest Version	Status
View | Modify	✔ Sponsor Application	Original	Not Submitted
Details	FSMC Contract List		1 Contract
Details	Meal Pattern Compliance Dashboard		Pending
Details	Checklist Summary (7)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

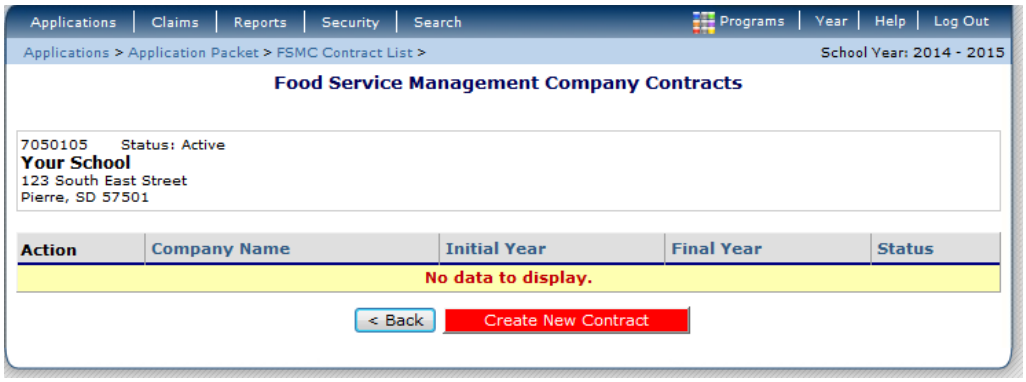
< Back | Submit for Approval | Withdraw Packet

Show Packet History

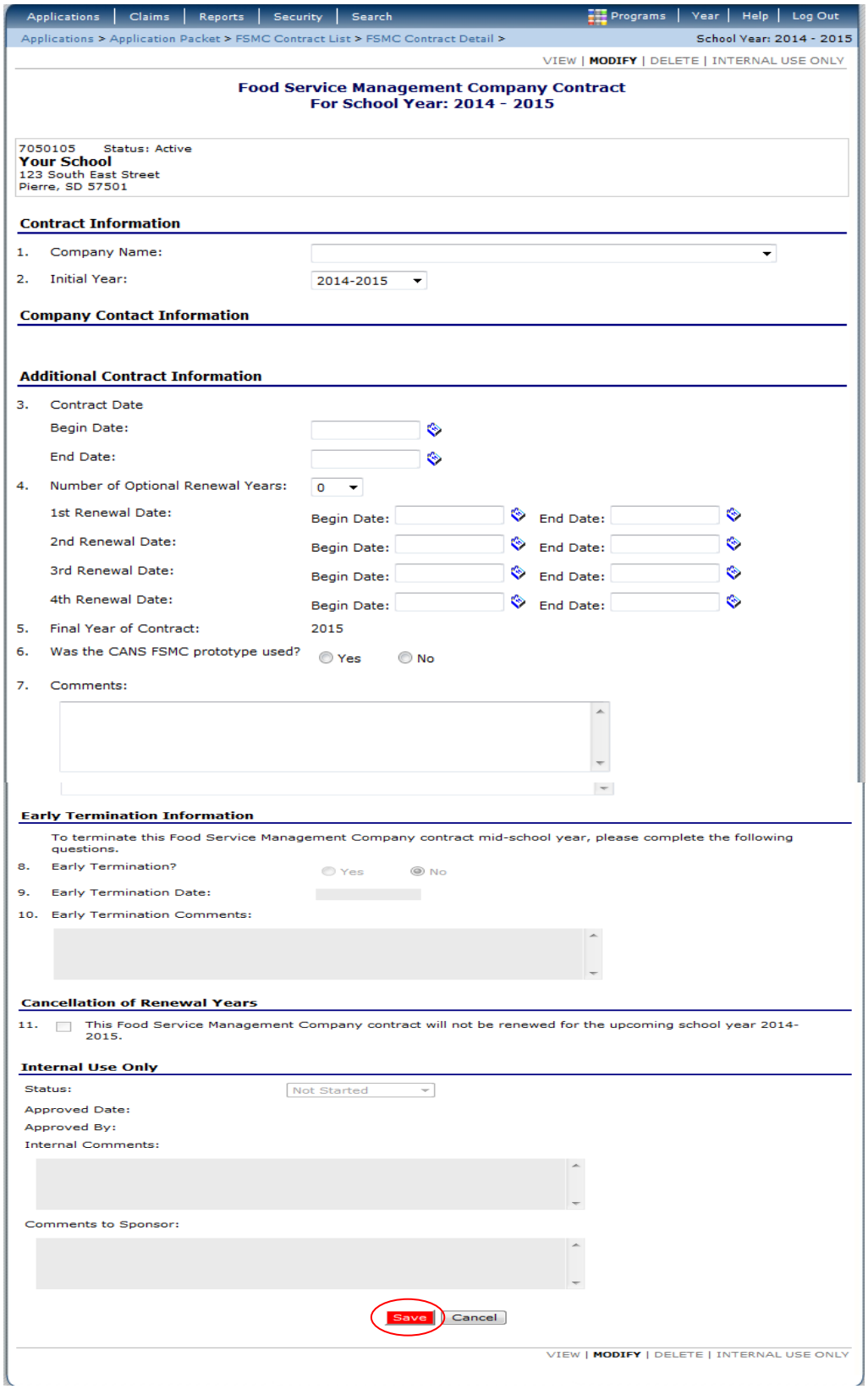
1) Click on the blue *Details* for the form you wish to complete.
In this example, we will complete a *Food Service Management Company Contract.*



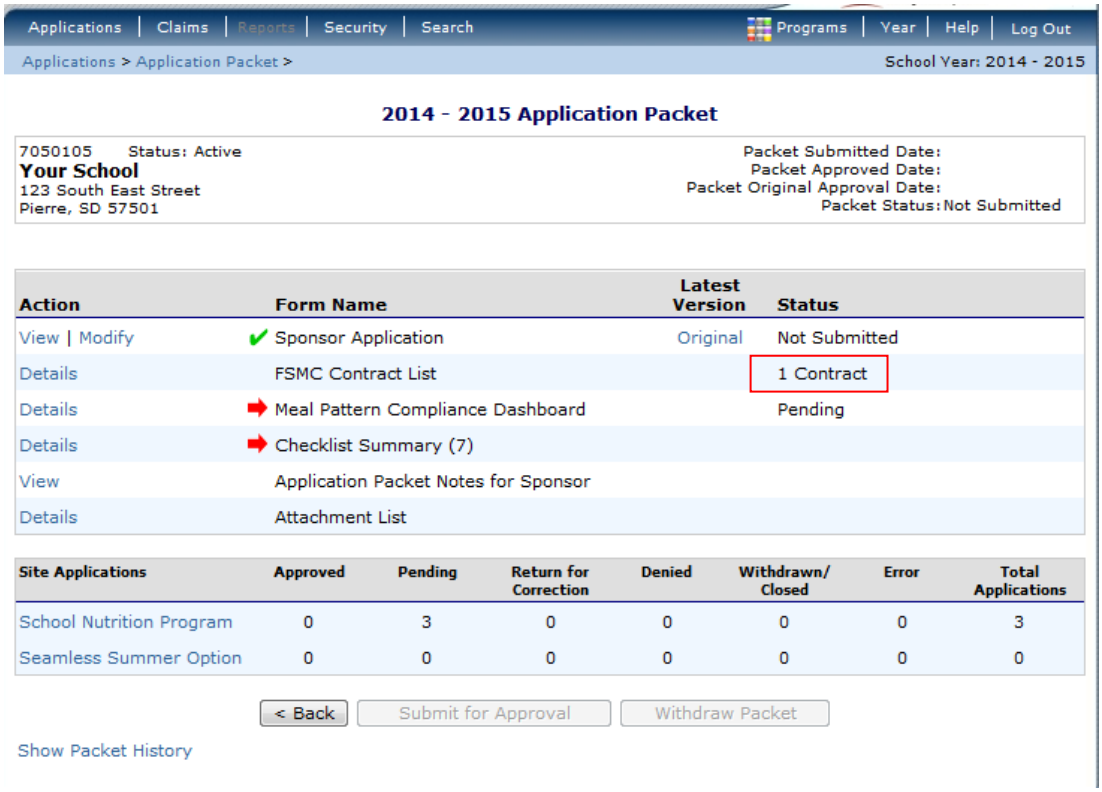
2) Click *Create New Contract*



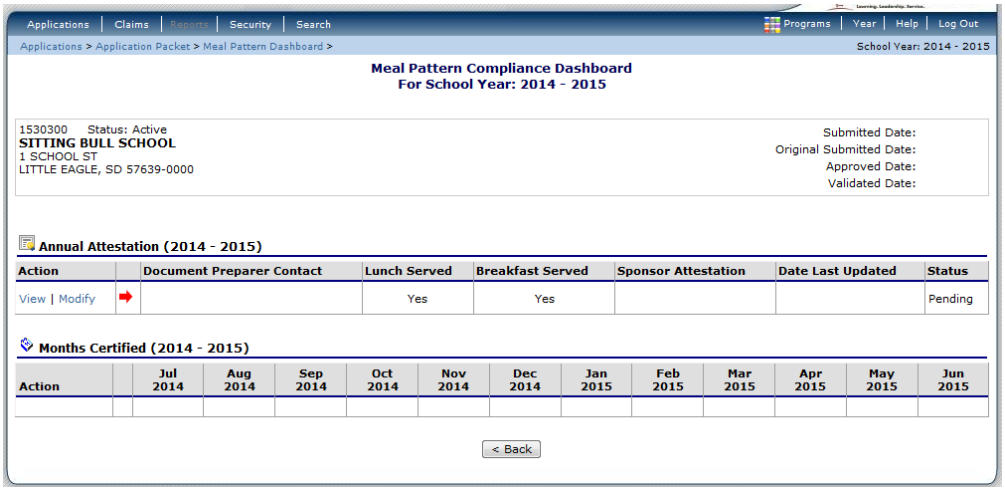
3) Complete all open fields and Click *SAVE*



4) Notice the status next to the FSMC Contract List shows *1 Contract* entered. Proceed to the next Form on your list.

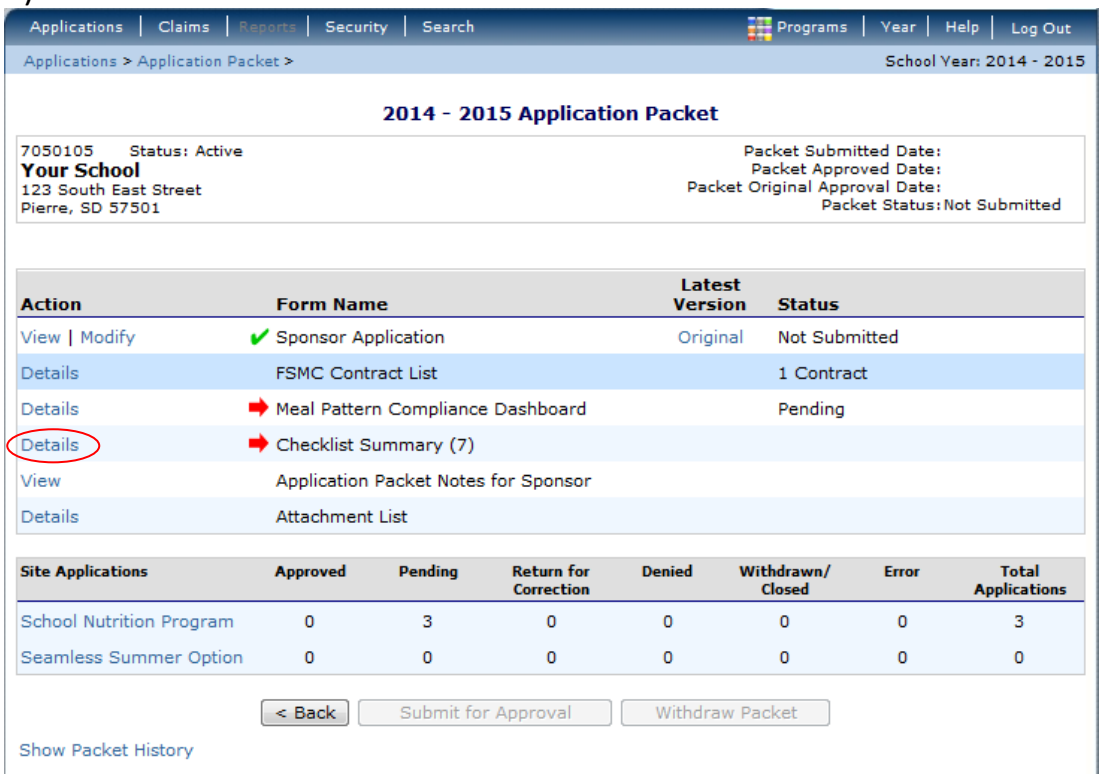


TIP: The Meal Pattern Compliance Dashboard contains the **Annual Attestation** statement as well as the **Months Certified**. The **Months Certified** is for State use only.

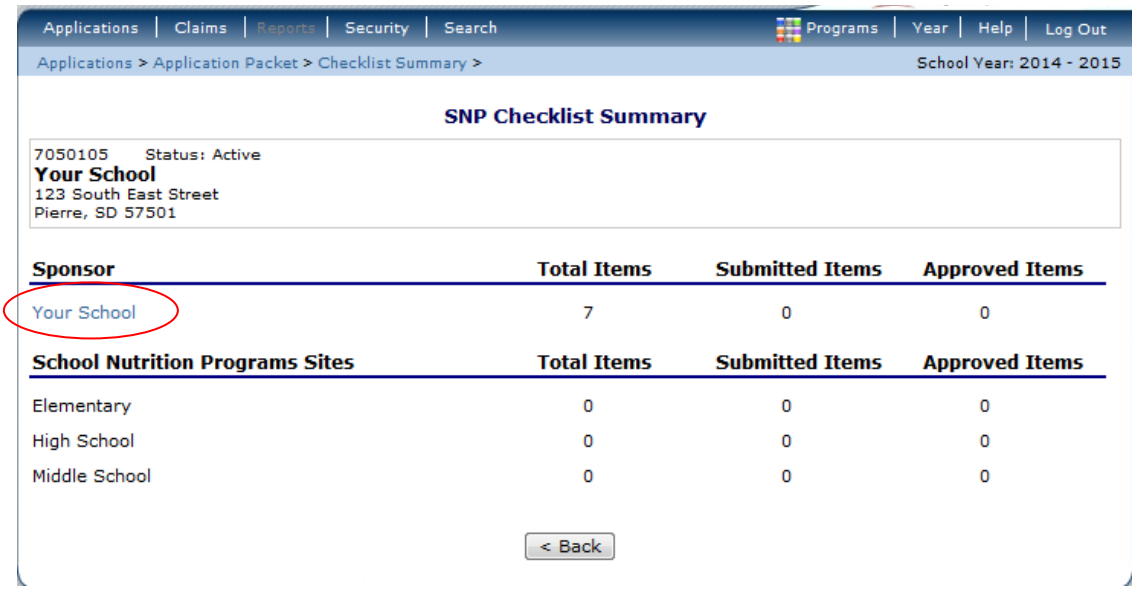


CHECKLIST SUMMARY

1) Click on ***Details***



2) Click on your school or agency name.

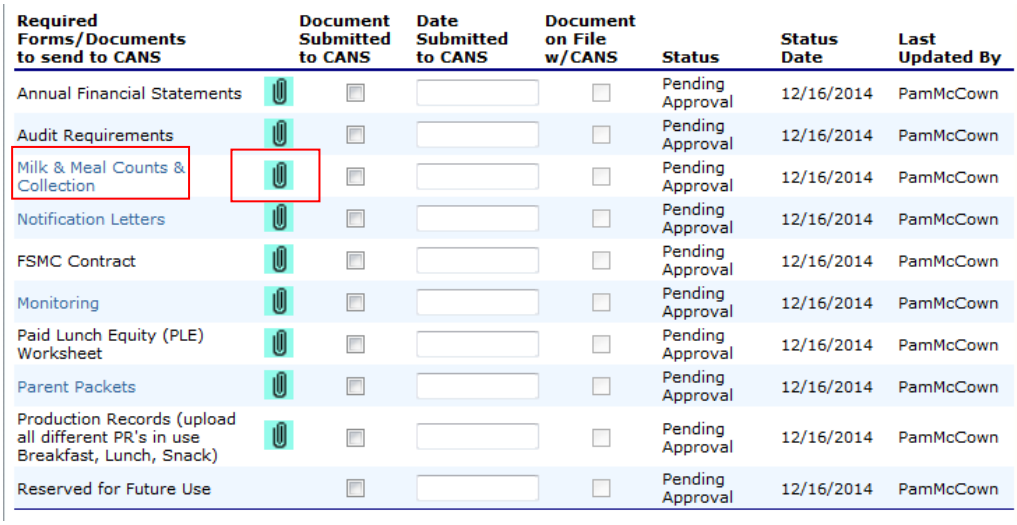


3) Click on the "paperclip" for the document you wish to upload. For this example, we are using *Milk & Meal Counts & Collection*.

TIPS: -Your list of Required Forms/Documents will vary depending on your particular school or agency.

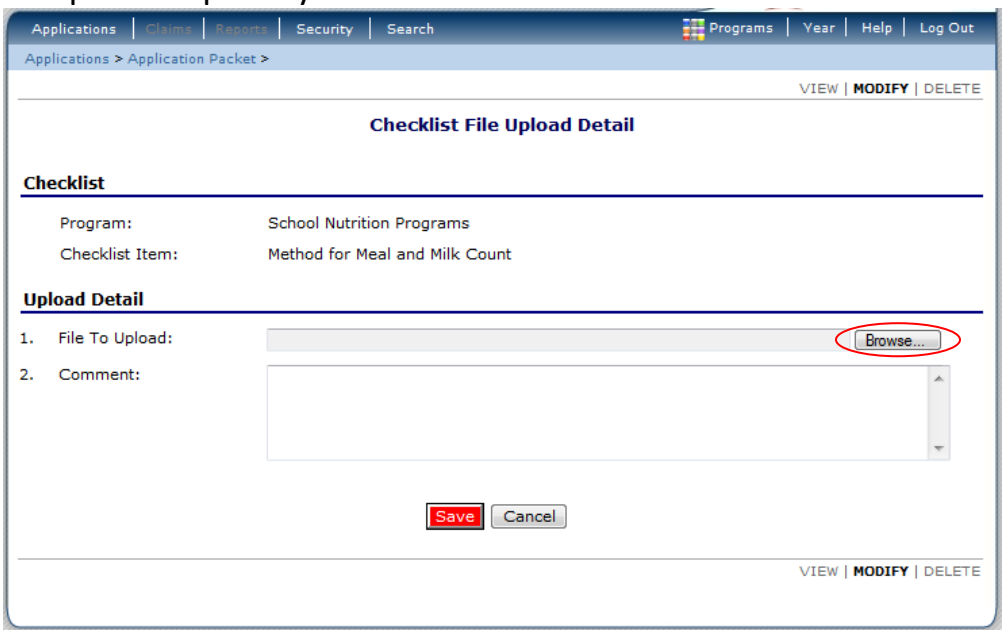
-In iCAN, if the words are printed in blue you can click them to go further in the system or to obtain additional information.

For example, if you click *Milk & Meal Counts & Collections* it will open an instruction page for items to include in your attachment.

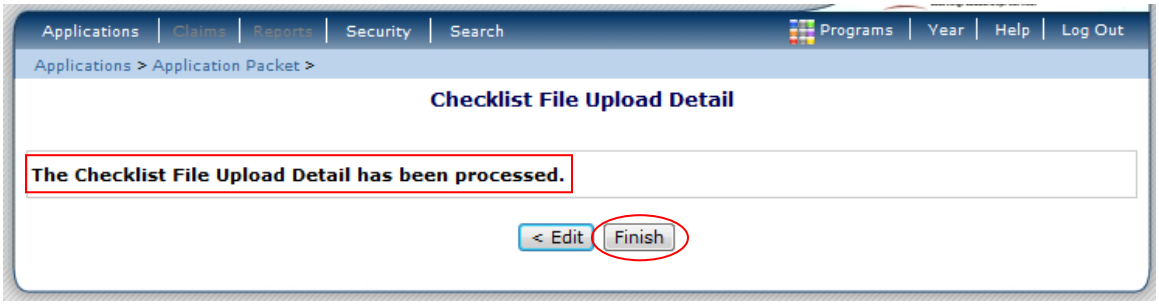


Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
Annual Financial Statements				Pending Approval	12/16/2014	PamMcCown
Audit Requirements				Pending Approval	12/16/2014	PamMcCown
Milk & Meal Counts & Collection				Pending Approval	12/16/2014	PamMcCown
Notification Letters				Pending Approval	12/16/2014	PamMcCown
FSMC Contract				Pending Approval	12/16/2014	PamMcCown
Monitoring				Pending Approval	12/16/2014	PamMcCown
Paid Lunch Equity (PLE) Worksheet				Pending Approval	12/16/2014	PamMcCown
Parent Packets				Pending Approval	12/16/2014	PamMcCown
Production Records (upload all different PR's in use Breakfast, Lunch, Snack)				Pending Approval	12/16/2014	PamMcCown
Reserved for Future Use				Pending Approval	12/16/2014	PamMcCown

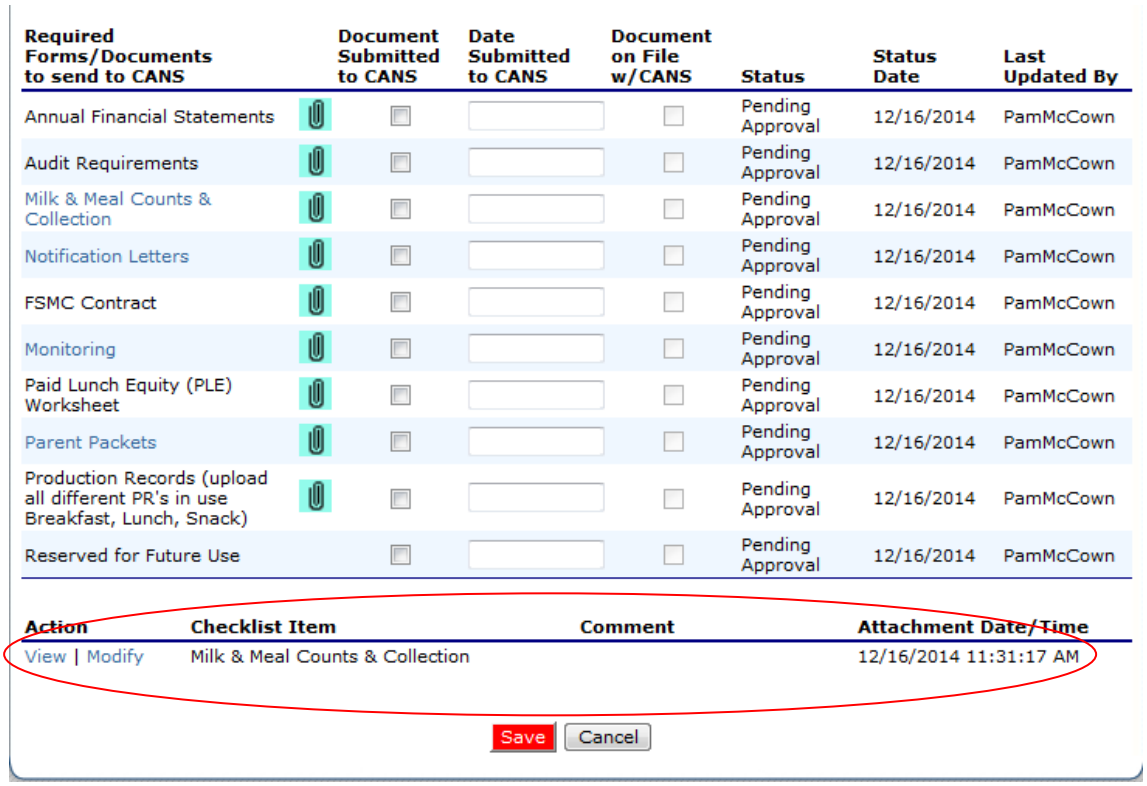
4) Select *Browse* so you can select the appropriate document from your computer. Upload your file and *Save*.



5) If your file was successfully uploaded, you will see this message. Click *Finish.*



You will be taken back to the SNP Checklist screen and you will see that the attachment *Milk & Meal Counts & Collections* was submitted.

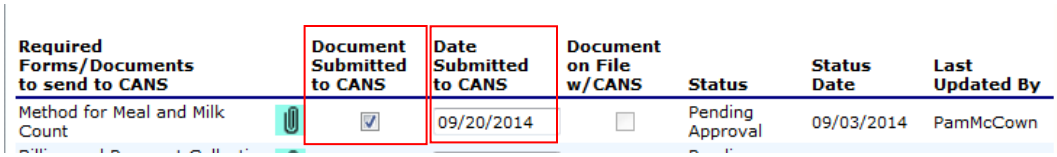


Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
Annual Financial Statements	☐		☐	Pending Approval	12/16/2014	PamMcCown
Audit Requirements	☐		☐	Pending Approval	12/16/2014	PamMcCown
Milk & Meal Counts & Collection	☐		☐	Pending Approval	12/16/2014	PamMcCown
Notification Letters	☐		☐	Pending Approval	12/16/2014	PamMcCown
FSMC Contract	☐		☐	Pending Approval	12/16/2014	PamMcCown
Monitoring	☐		☐	Pending Approval	12/16/2014	PamMcCown
Paid Lunch Equity (PLE) Worksheet	☐		☐	Pending Approval	12/16/2014	PamMcCown
Parent Packets	☐		☐	Pending Approval	12/16/2014	PamMcCown
Production Records (upload all different PR's in use Breakfast, Lunch, Snack)	☐		☐	Pending Approval	12/16/2014	PamMcCown
Reserved for Future Use	☐		☐	Pending Approval	12/16/2014	PamMcCown

Action	Checklist Item	Comment	Attachment Date/Time
View | Modify	Milk & Meal Counts & Collection		12/16/2014 11:31:17 AM

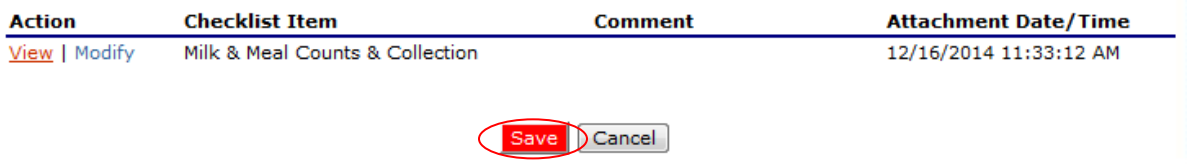
Save Cancel

6) Proceed to the next form/document on your checklist.
7) When all forms/documents have been uploaded, make sure to check the box for each item. Once you check the *Document Submitted to CANS* box, the current date will automatically fill in *the Date Submitted to CANS*.



Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
Method for Meal and Milk Count	☑	09/20/2014	☐	Pending Approval	09/03/2014	PamMcCown

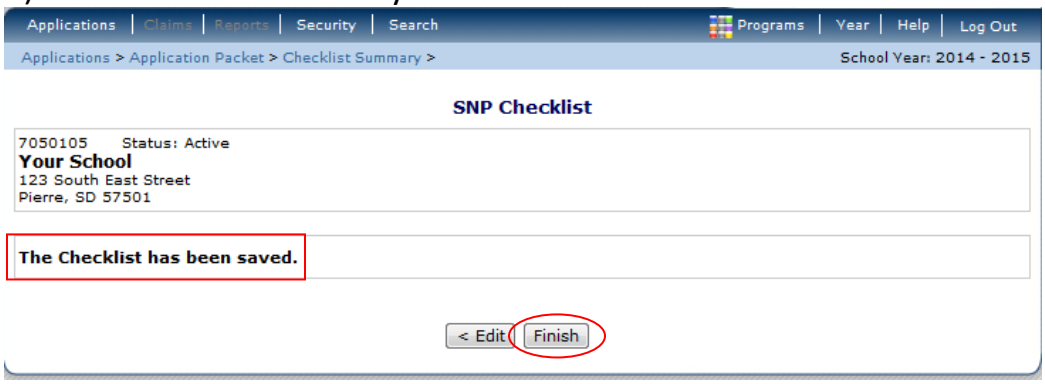
8) Once all boxes have been checked, Click Save at the bottom of the page.



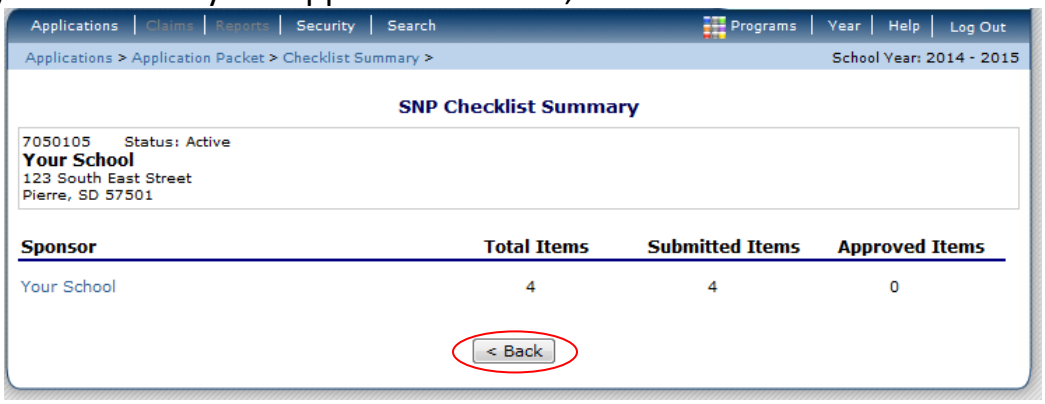
Action	Checklist Item	Comment	Attachment Date/Time
View | Modify	Milk & Meal Counts & Collection		12/16/2014 11:33:12 AM

Save Cancel

9) You will then see that your checklist has been saved. Click *Finish*



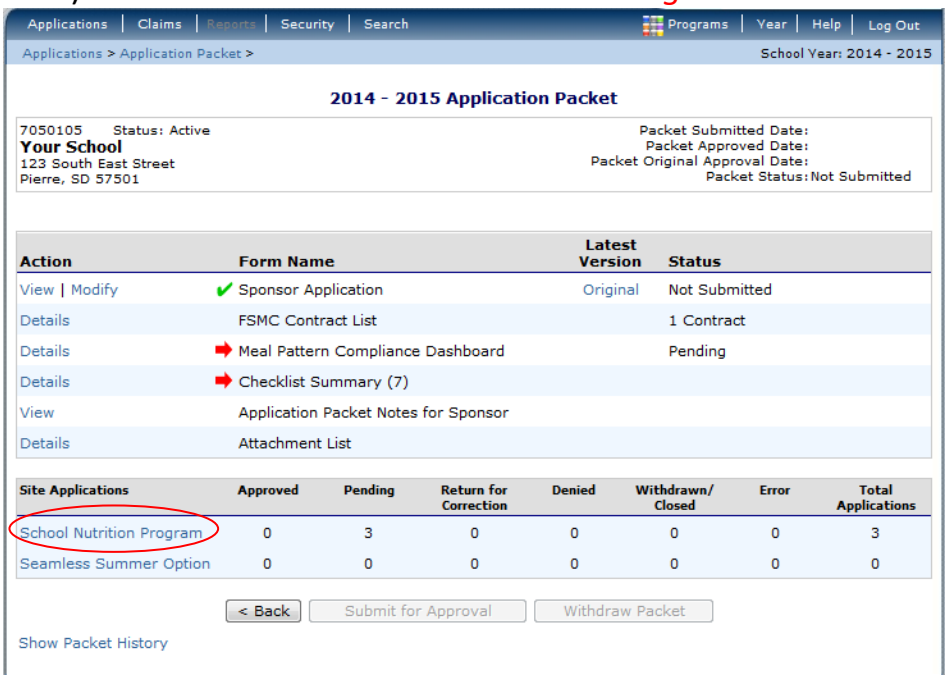
10) To return to your Application Packet, Click the *Back* button.



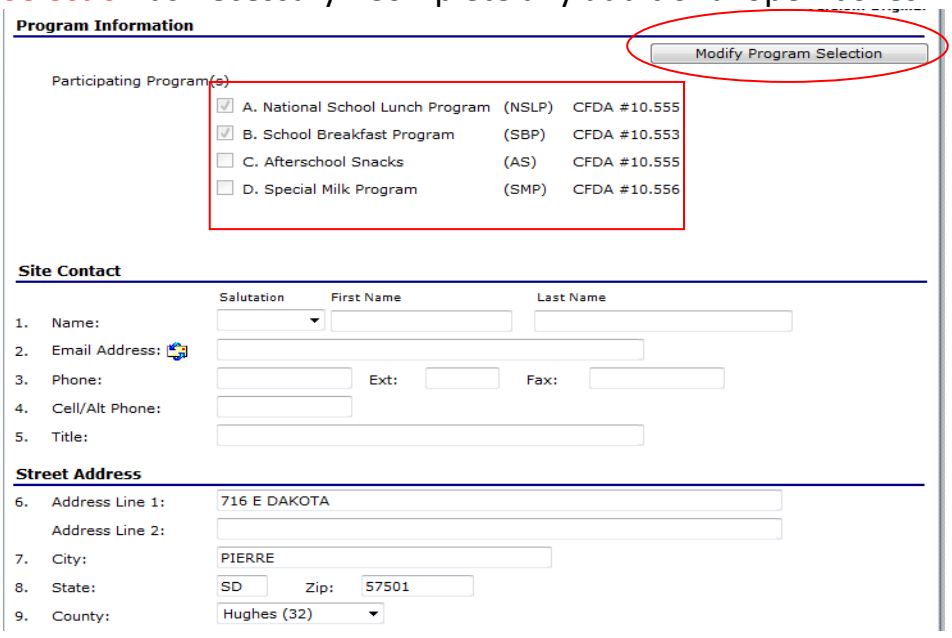
SITE APPLICATIONS

Next you will need to complete the Site Applications.

1) Click on the blue *School Nutrition Program*

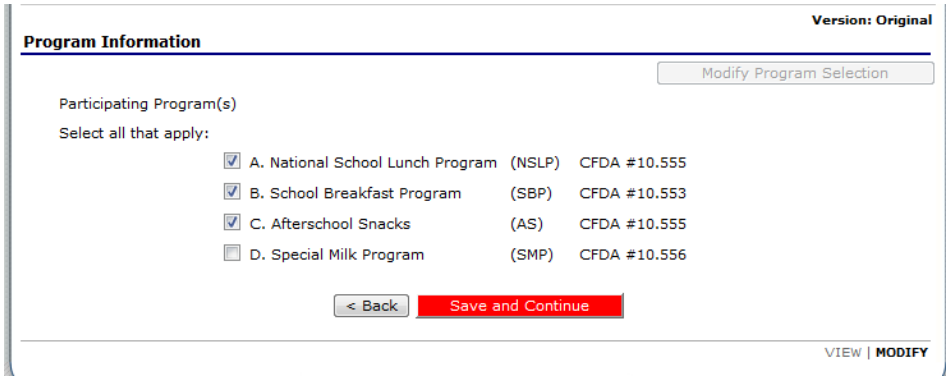


Renewing schools or agencies, the Participating Program(s) information will roll forward from the prior school year. Please review and *Modify Program Selection* as necessary. Complete any additional open boxes.

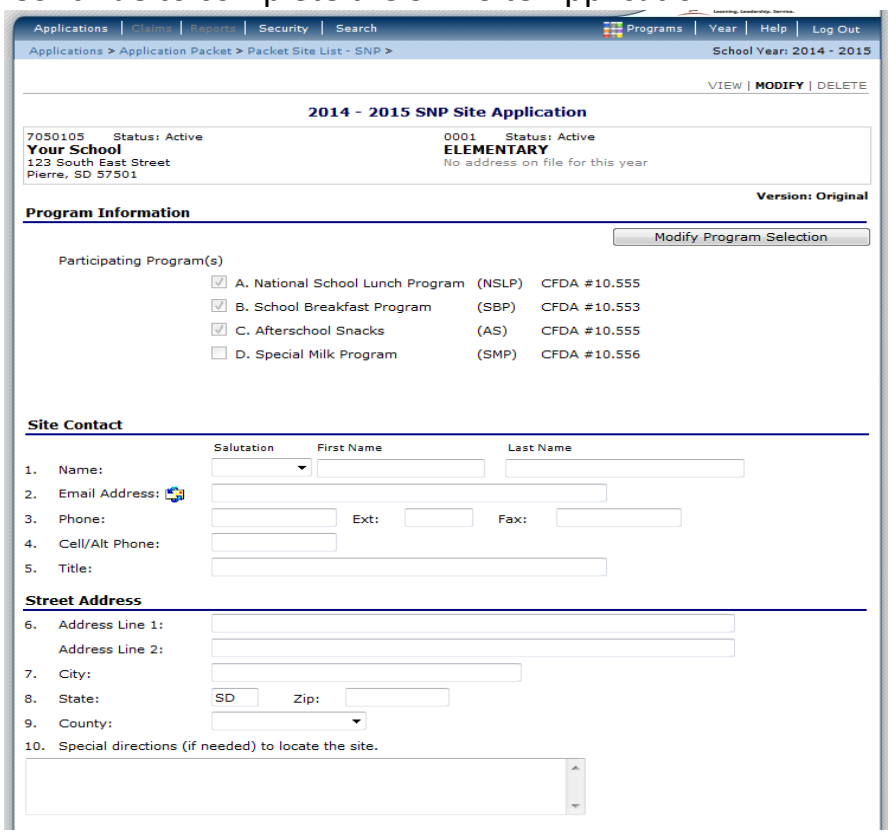


New schools or agencies, you will need to check the boxes next to each program you wish to participate in.

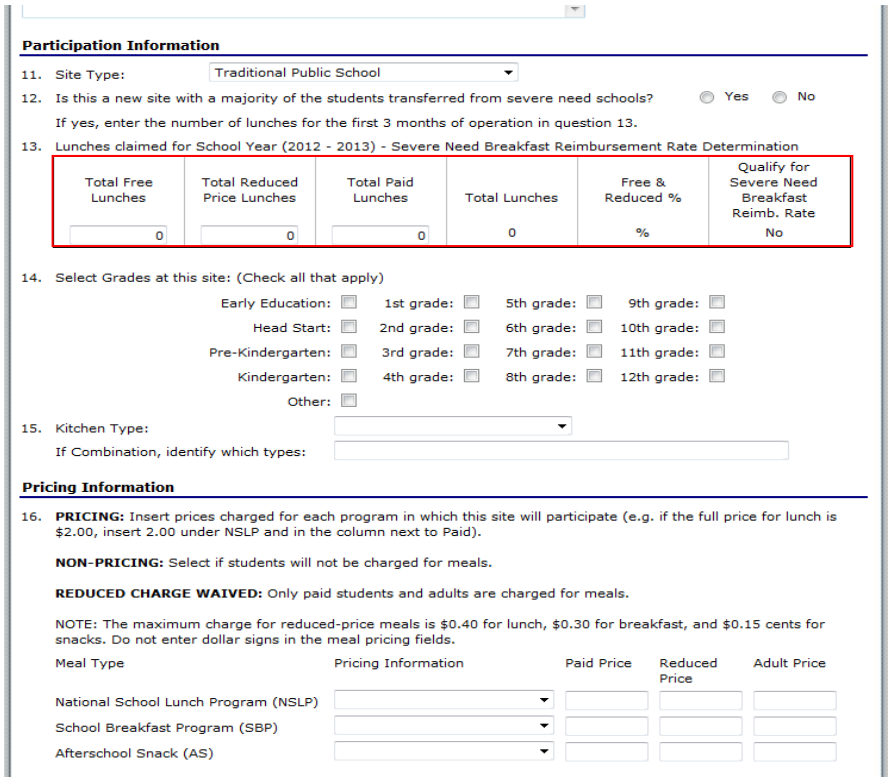
Click *Save and Continue*



1) Continue to complete the SNP Site Application.



If applicable for your School/Agency, question # 13, *Severe Need Breakfast Reimbursement Rate Determination* will need to be completed using your claim data from SY 12-13.



Participation Information

11. Site Type: Traditional Public School

12. Is this a new site with a majority of the students transferred from severe need schools? Yes No

If yes, enter the number of lunches for the first 3 months of operation in question 13.

13. Lunches claimed for School Year (2012 - 2013) - Severe Need Breakfast Reimbursement Rate Determination

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %	Qualify for Severe Need Breakfast Reimb. Rate
0	0	0	0	%	No

14. Select Grades at this site: (Check all that apply)

Early Education:	1st grade:	5th grade:	9th grade:
Head Start:	2nd grade:	6th grade:	10th grade:
Pre-Kindergarten:	3rd grade:	7th grade:	11th grade:
Kindergarten:	4th grade:	8th grade:	12th grade:
Other:			

15. Kitchen Type:

If Combination, identify which types:

Pricing Information

16. **PRICING:** Insert prices charged for each program in which this site will participate (e.g. if the full price for lunch is $2.00, insert 2.00 under NSLP and in the column next to Paid).

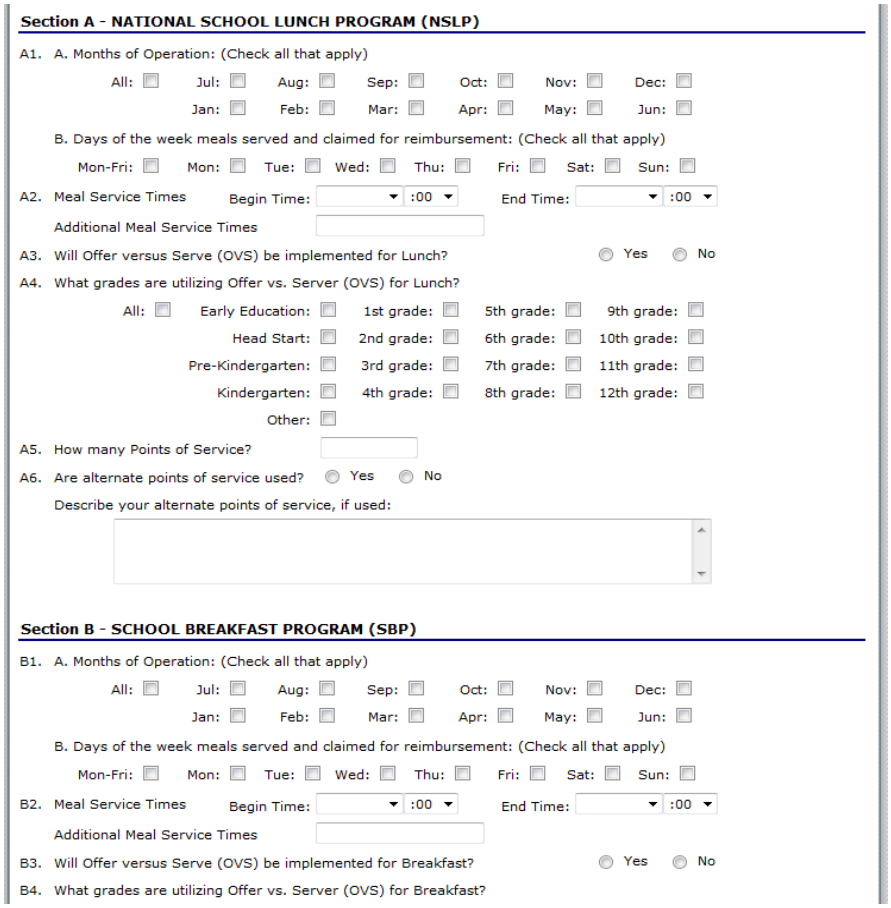
NON-PRICING: Select if students will not be charged for meals.

REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.

NOTE: The maximum charge for reduced-price meals is $0.40 for lunch, $0.30 for breakfast, and $0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)				
School Breakfast Program (SBP)				
Afterschool Snack (AS)				

Continue to complete the SNP Site Application



Section A - NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

A1. A. Months of Operation: (Check all that apply)

All: Jul: Aug: Sep: Oct: Nov: Dec:
Jan: Feb: Mar: Apr: May: Jun:

B. Days of the week meals served and claimed for reimbursement: (Check all that apply)

Mon-Fri: Mon: Tue: Wed: Thu: Fri: Sat: Sun:

A2. Meal Service Times Begin Time: :00 End Time: :00

Additional Meal Service Times

A3. Will Offer versus Serve (OVS) be implemented for Lunch? Yes No

A4. What grades are utilizing Offer vs. Server (OVS) for Lunch?

All: Early Education: 1st grade: 5th grade: 9th grade:
Head Start: 2nd grade: 6th grade: 10th grade:
Pre-Kindergarten: 3rd grade: 7th grade: 11th grade:
Kindergarten: 4th grade: 8th grade: 12th grade:
Other:

A5. How many Points of Service?

A6. Are alternate points of service used? Yes No

Describe your alternate points of service, if used:

Section B - SCHOOL BREAKFAST PROGRAM (SBP)

B1. A. Months of Operation: (Check all that apply)

All: Jul: Aug: Sep: Oct: Nov: Dec:
Jan: Feb: Mar: Apr: May: Jun:

B. Days of the week meals served and claimed for reimbursement: (Check all that apply)

Mon-Fri: Mon: Tue: Wed: Thu: Fri: Sat: Sun:

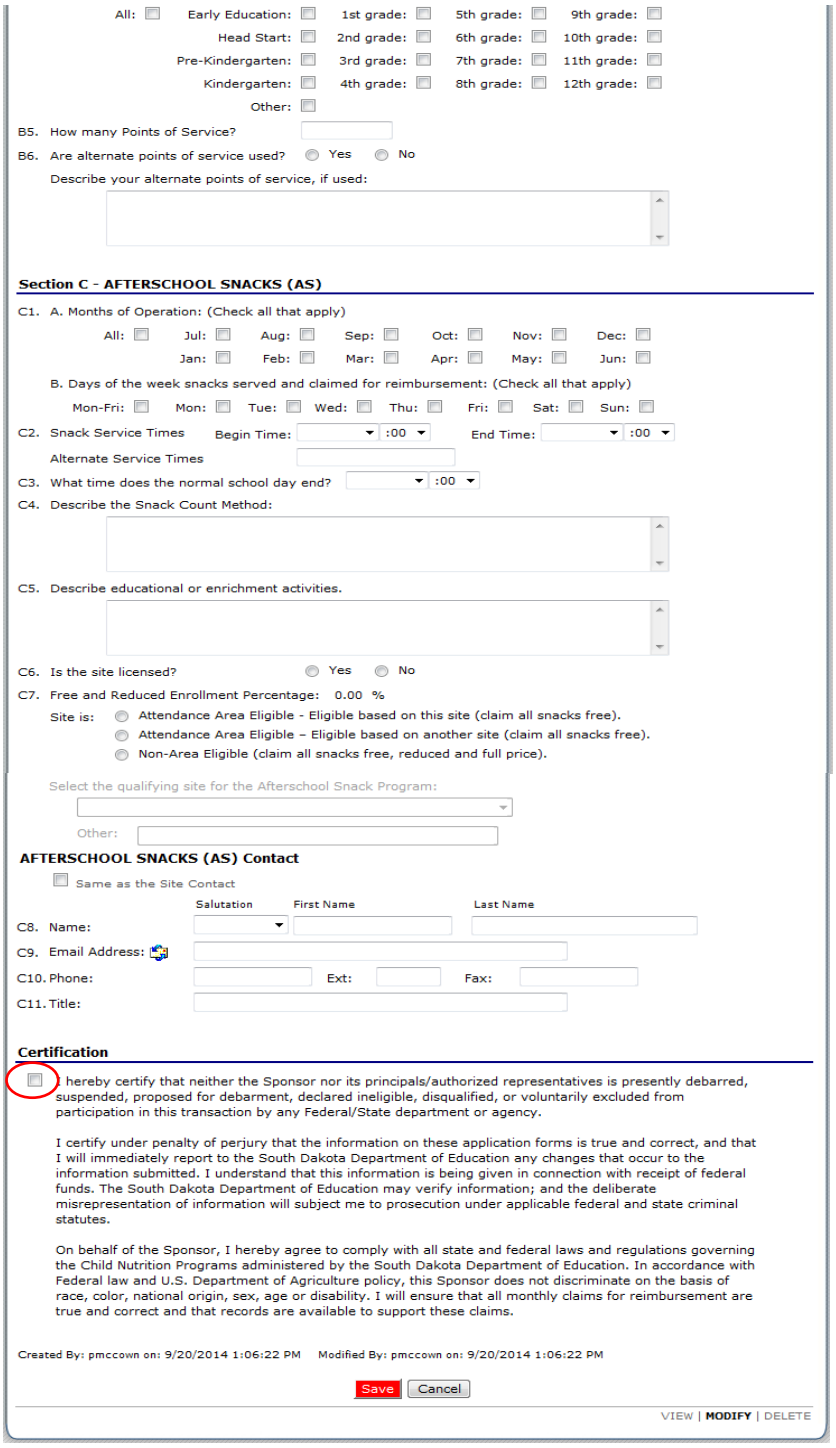
B2. Meal Service Times Begin Time: :00 End Time: :00

Additional Meal Service Times

B3. Will Offer versus Serve (OVS) be implemented for Breakfast? Yes No

B4. What grades are utilizing Offer vs. Server (OVS) for Breakfast?

Continue to complete the SNP Site Application

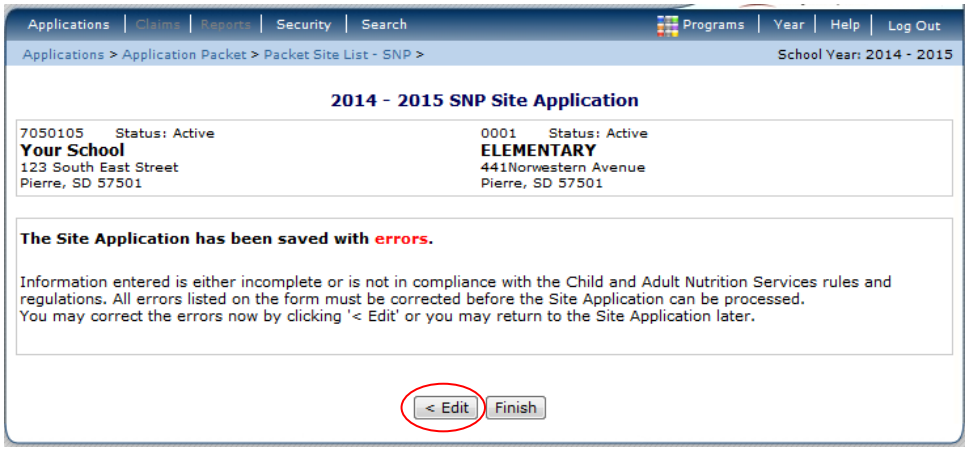


TIP: Make sure to check the Certification box or you will receive an error**.**

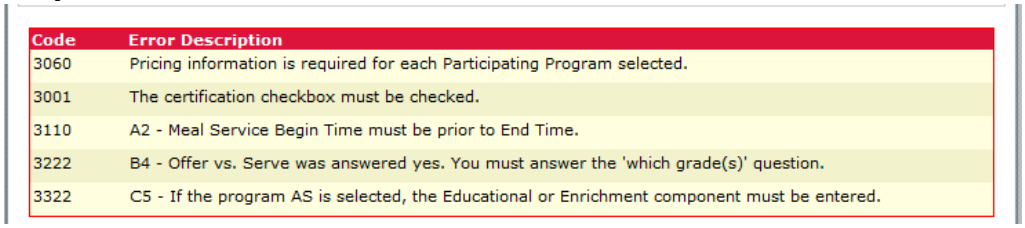
2) Click *Save* when finished.

Errors and Warnings

Once saved, you may see that the Site Application contains errors or warnings. You will need to *Edit* your Site Application before you are able to submit.



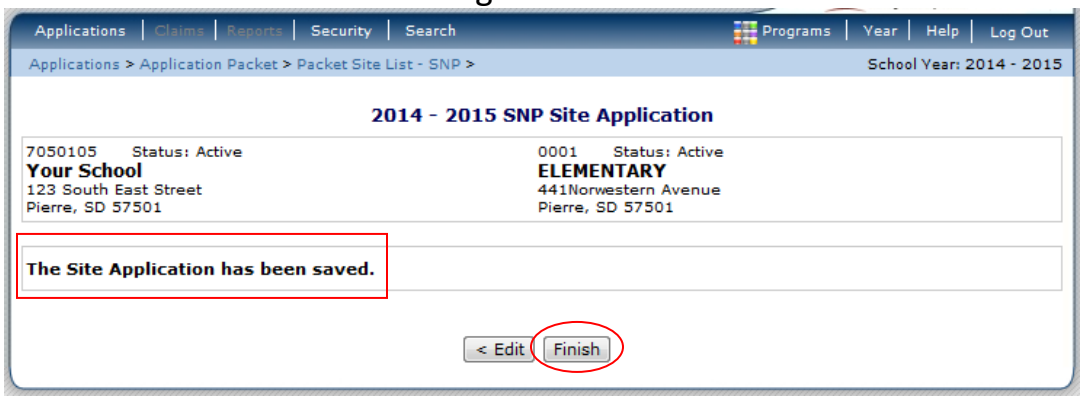
Examples of Errors



Code	Error Description
3060	Pricing information is required for each Participating Program selected.
3001	The certification checkbox must be checked.
3110	A2 - Meal Service Begin Time must be prior to End Time.
3222	B4 - Offer vs. Serve was answered yes. You must answer the 'which grade(s)' question.
3322	C5 - If the program AS is selected, the Educational or Enrichment component must be entered.

TIP: The red errors must be corrected before you can submit your application. The blue warnings are indications that you may need to review a particular answer. Make corrections and Click *Save* when you are finished.

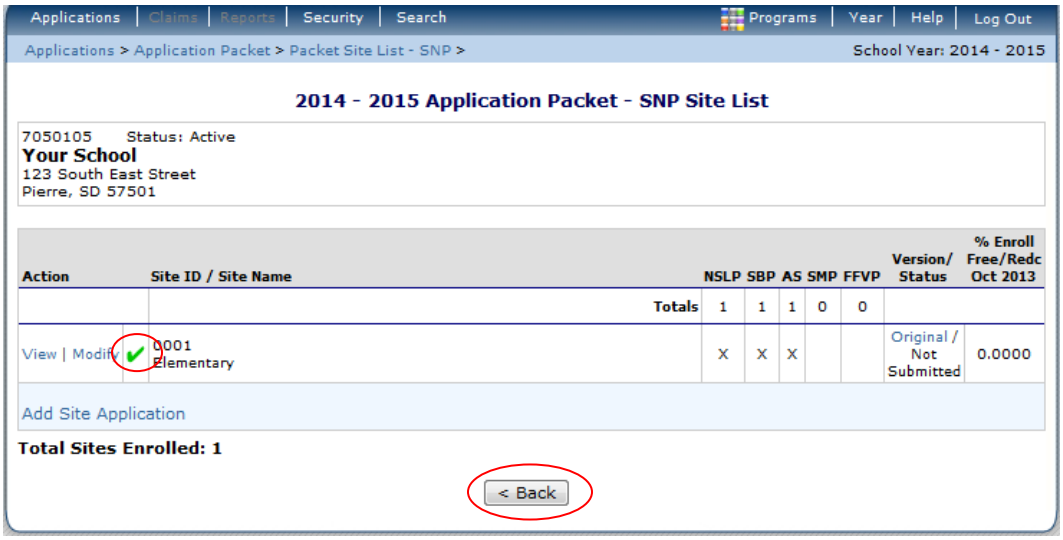
If you receive the following message, your Site Application has been saved without errors or warnings. Click *Finish.*



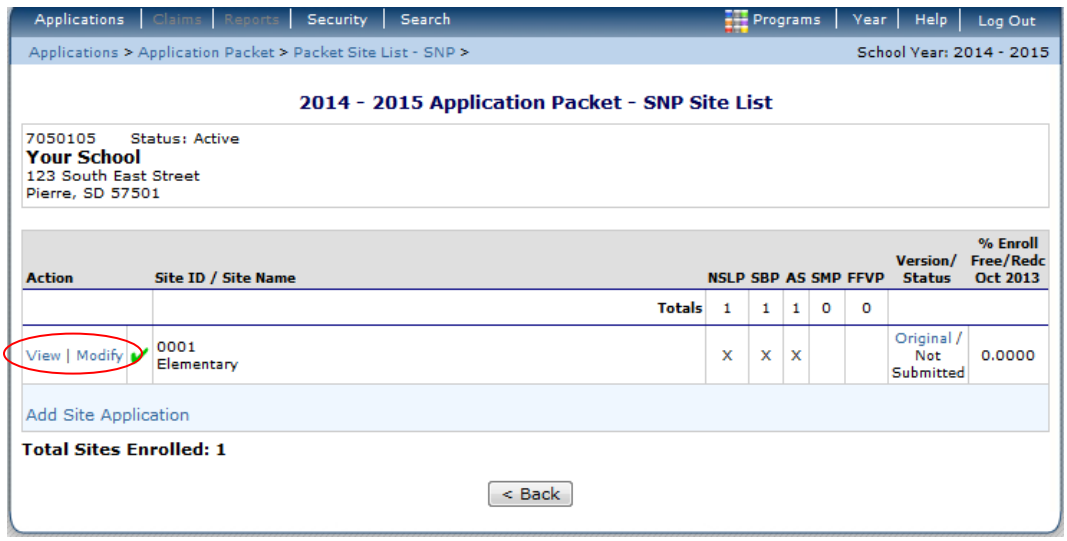
If you have multiple sites, you will need to complete a Site Application for each location. Follow the steps on pages 29 – 33 for each of your sites.

Once all your sites have been saved successfully, you will see a green check mark next to each. Click the *Back* button to return to the Application Packet.

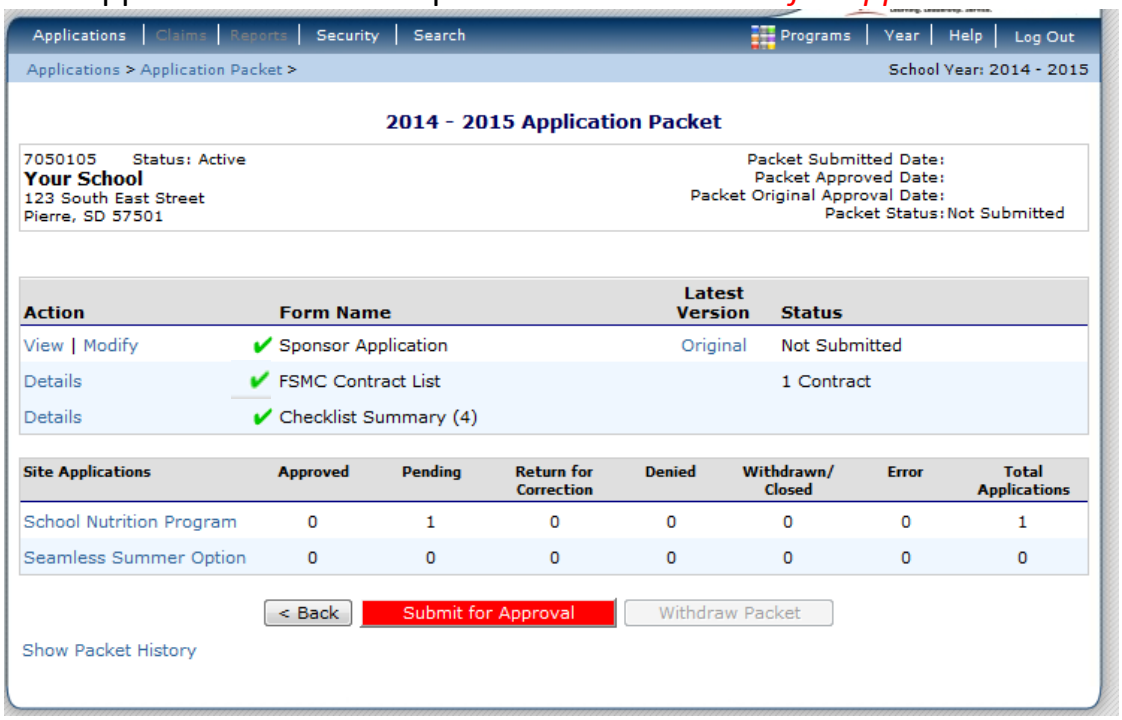
.



TIP: You are also able to *View* or *Modify* your sites by choosing the applicable action.

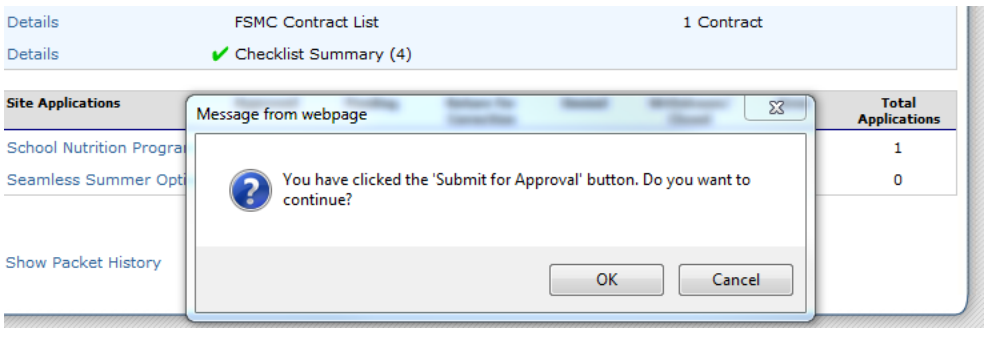


Your application is now complete! Click the *Submit for Approval* button.

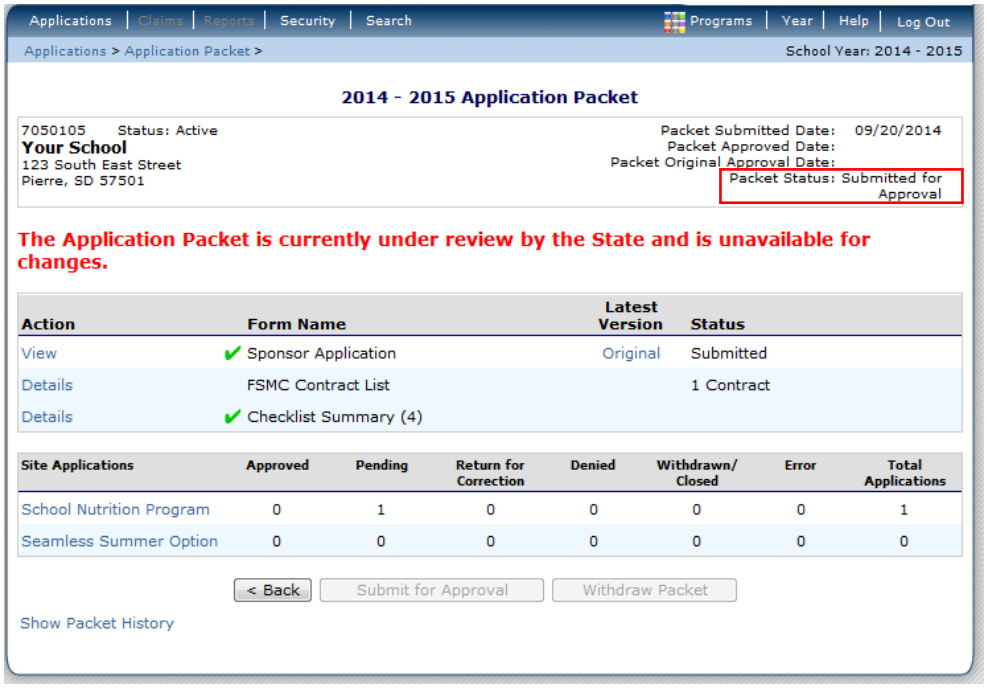


A "pop-up" will appear asking you to verify that you wish to submit your application.

- If you are sure you are ready to submit your application, click *OK*. Once you click *OK* you will be unable to make changes to your application.
- If you do not wish to submit your application at this time, click *Cancel*. Your application will be saved and you can submit it at another time.



Once your application has been submitted, you will be unable to make changes. You will also note that the Packet Status now shows *Submitted for Approval.* If you submitted in error, please contact the CANS office for instructions.



Chapter 4 –Incomplete or Returned Applications

Upon reviewing your submitted application, the CANS office may have additional questions or require that you submit additional documents. In this event, you will receive an email notification from South Dakota Help Desk doe.icanhelp@state.sd.us advising you that your application has been returned to you for correction.

NOTIFICATION EMAIL FOR SNP APPLICATION PACKET

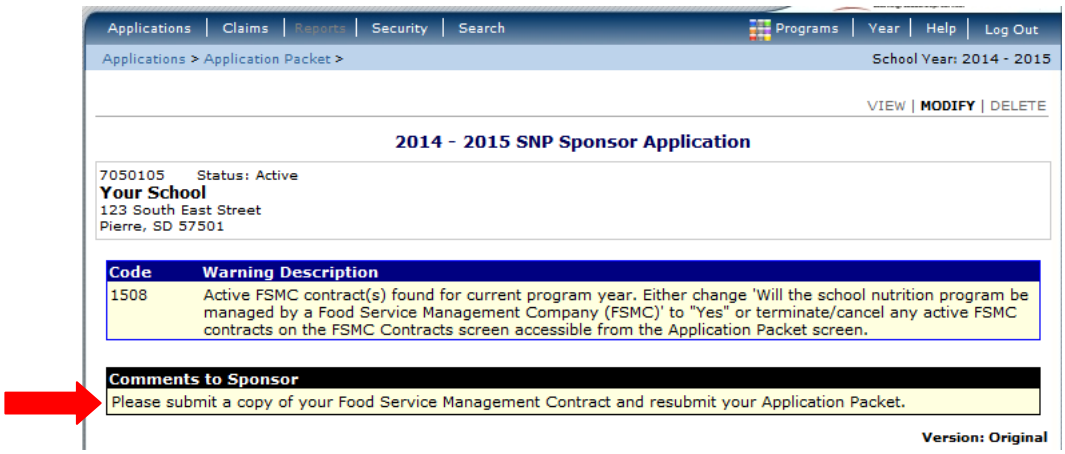
South Dakota Unified Nutrition Programs System
South Dakota Department of Education
Child and Adult Nutrition Services

Thank you for submitting your Application Packet for the School Nutrition Programs. Your application packet has been RETURNED FOR CORRECTIONS.

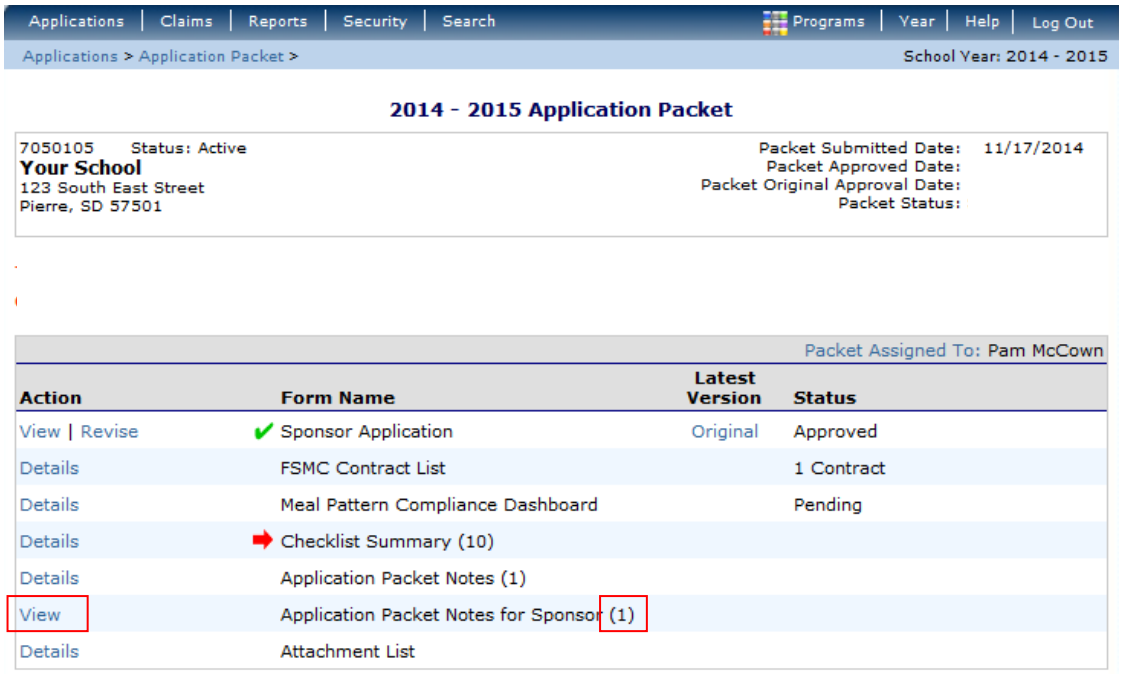
TIP: The person listed as the Authorized Representative for your school or agency will receive the automated email notifications. If someone other than the Authorized Representative is completing this application, please make arrangements to have these emails forwarded to the appropriate person.

1) Once you receive this email notification, log into iCAN and select your Application Packet. Notes regarding the corrections required can be found:

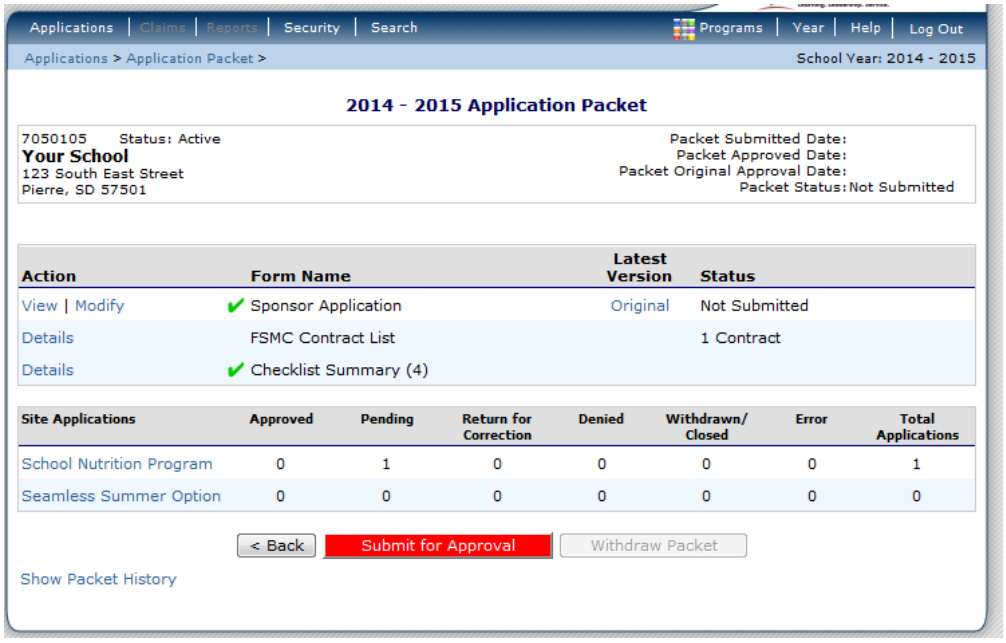
   A) At the top section of the Sponsor Application page.



B) Contained in the Application Packet
If there are notes in the Application Packet, you will see a number next to the *Application Packet Notes for Sponsor*. Click *View* to read the notes.



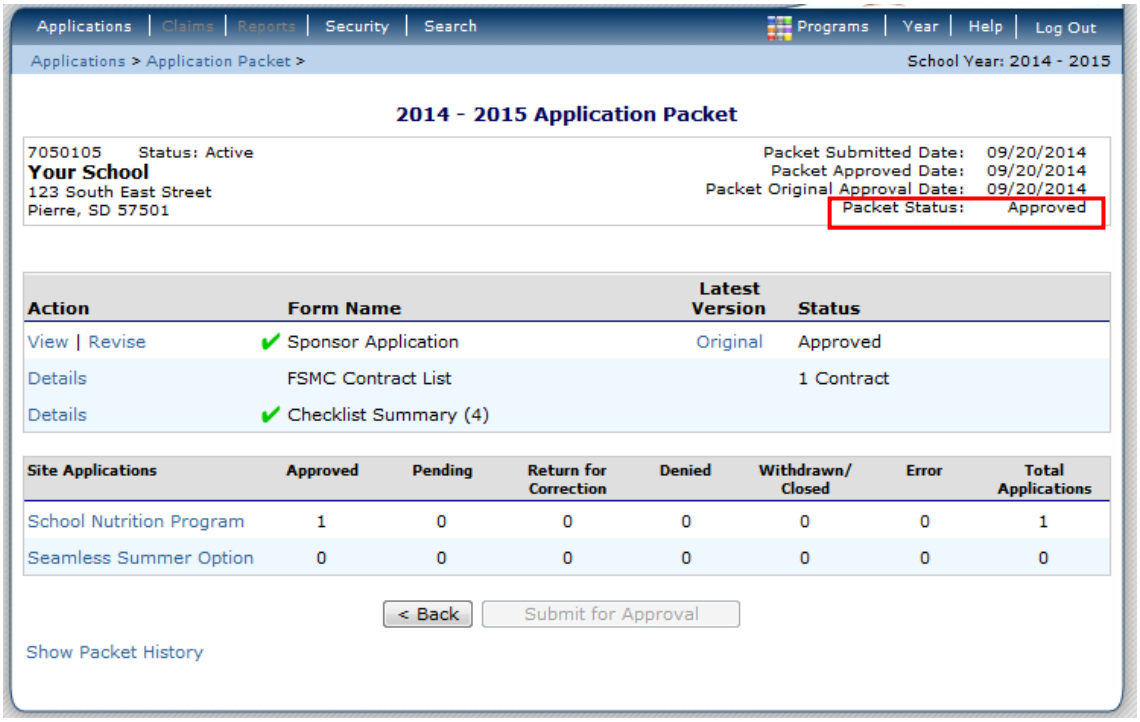
2) Make the applicable corrections and click *SAVE.*
3) Resubmit your application by clicking the red *Submit for Approval* button.



You will see that the Packet Status now shows that it was Submitted for Approval. At this point you will be unable to make additional changes to your application.

Chapter 5 – Approved Applications

Once your application has been approved by the State you will see your Application Packet Status shows Approved. You will also receive an email notification advising you of this as well.

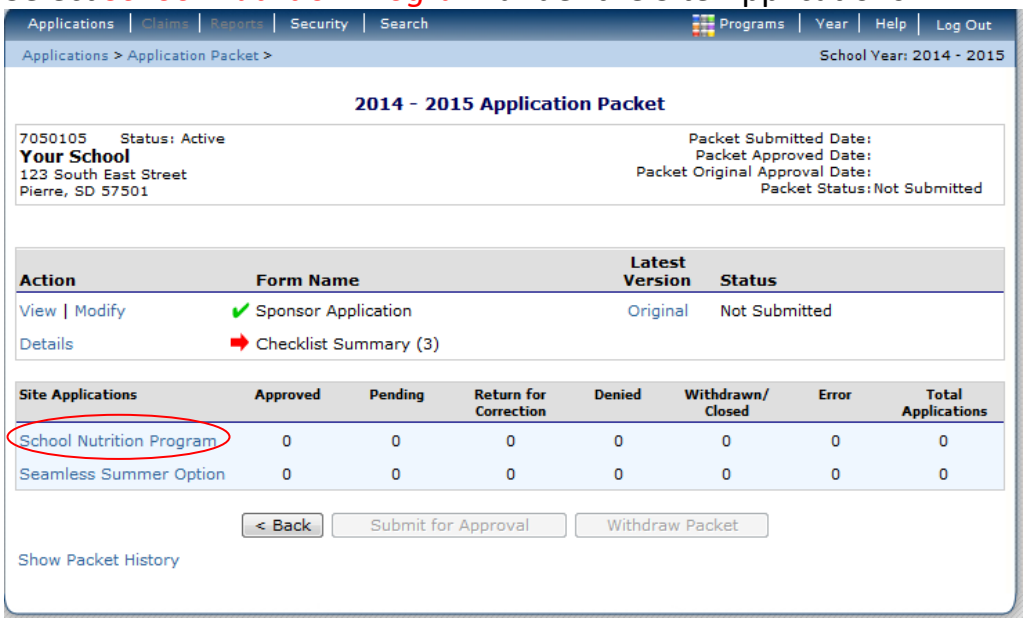


Chapter 6 –Adding a New Site

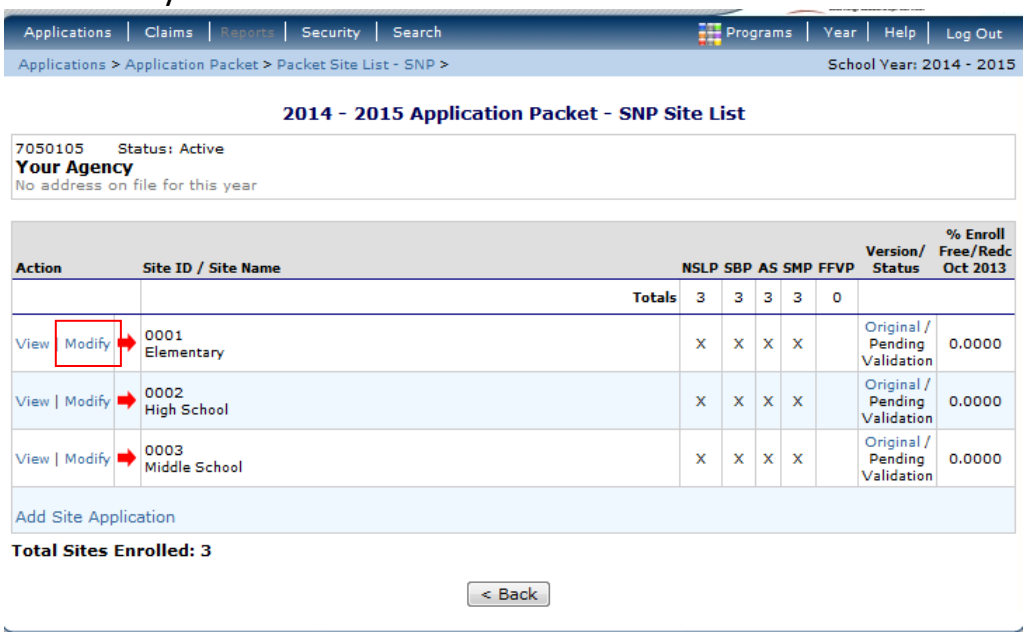
1) You will first need to contact the CANS office to have the site location added to your Application Packet.
2) Once your site location has been added, you will need to complete the Site Application.
3) Select *Applications* in the menu line

4) Select *Application Packet*

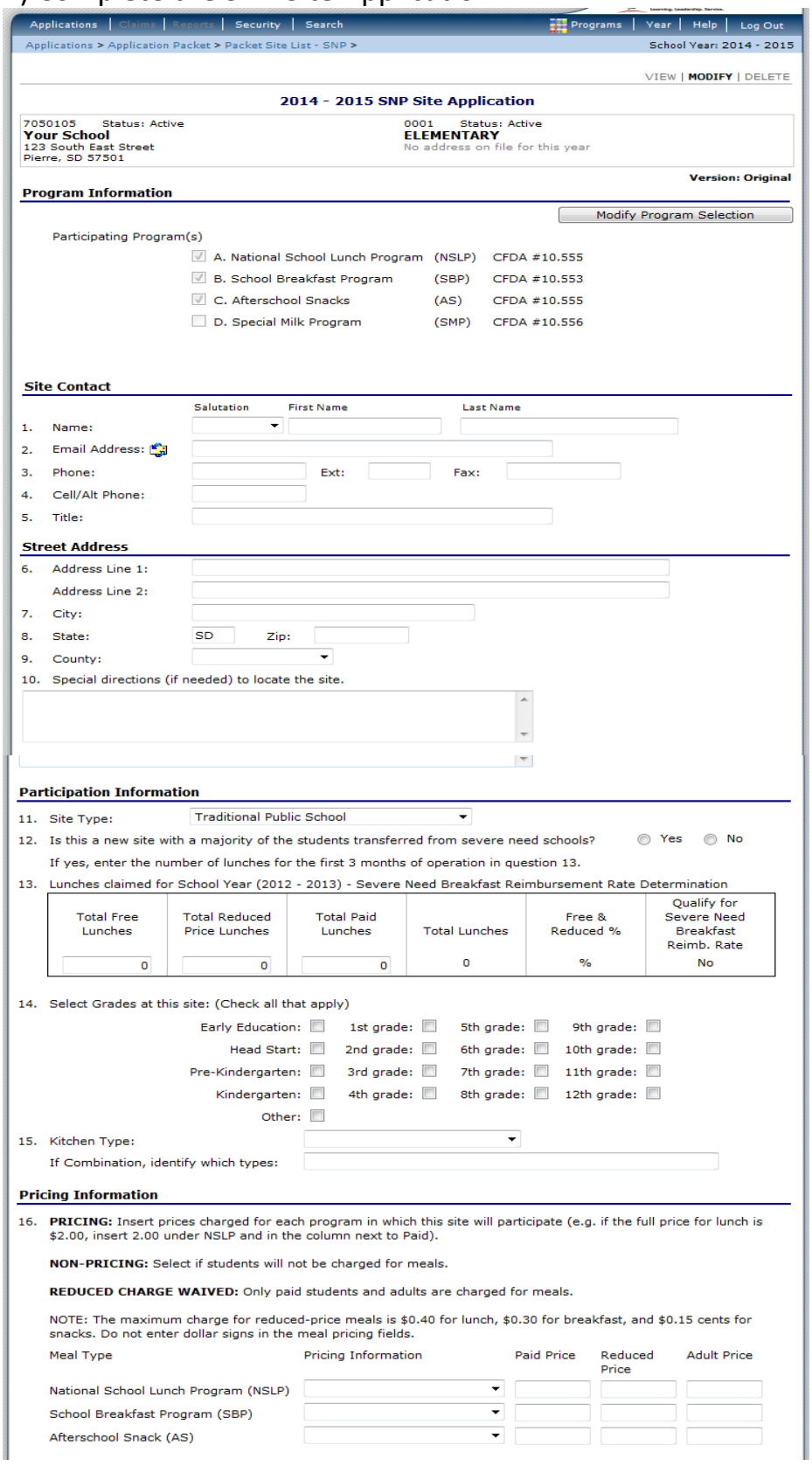
5) Select *School Nutrition Program* under the Site Applications



6) Select *Modify* for the applicable site. In this example, site 0001 Elementary.



7) Complete the SNP Site Application



Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP > School Year: 2014 - 2015

VIEW | **MODIFY** | DELETE

2014 - 2015 SNP Site Application

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

0001 Status: Active
ELEMENTARY
No address on file for this year

Version: Original

Program Information

Modify Program Selection

Participating Program(s)

- [x] A. National School Lunch Program (NSLP) CFDA #10.555
- [x] B. School Breakfast Program (SBP) CFDA #10.553
- [x] C. Afterschool Snacks (AS) CFDA #10.555
- [ ] D. Special Milk Program (SMP) CFDA #10.556

Site Contact

Salutation | First Name | Last Name

1. Name:
2. Email Address:
3. Phone: Ext: Fax:
4. Cell/Alt Phone:
5. Title:

Street Address

6. Address Line 1:
   Address Line 2:
7. City:
8. State: SD Zip:
9. County:
10. Special directions (if needed) to locate the site.

Participation Information

11. Site Type: Traditional Public School
12. Is this a new site with a majority of the students transferred from severe need schools? Yes No
    If yes, enter the number of lunches for the first 3 months of operation in question 13.
13. Lunches claimed for School Year (2012 - 2013) - Severe Need Breakfast Reimbursement Rate Determination

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %	Qualify for Severe Need Breakfast Reimb. Rate
0	0	0	0	%	No

14. Select Grades at this site: (Check all that apply)

Early Education:		1st grade:		5th grade:		9th grade:	
Head Start:		2nd grade:		6th grade:		10th grade:	
Pre-Kindergarten:		3rd grade:		7th grade:		11th grade:	
Kindergarten:		4th grade:		8th grade:		12th grade:	
Other:							

15. Kitchen Type:
    If Combination, identify which types:

Pricing Information

16. **PRICING:** Insert prices charged for each program in which this site will participate (e.g. if the full price for lunch is $2.00, insert 2.00 under NSLP and in the column next to Paid).

    NON-PRICING: Select if students will not be charged for meals.

    REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.

    NOTE: The maximum charge for reduced-price meals is $0.40 for lunch, $0.30 for breakfast, and $0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)				
School Breakfast Program (SBP)				
Afterschool Snack (AS)				

Section A - NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

A1. A. Months of Operation: (Check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐
Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

B. Days of the week meals served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐ Mon: ☐ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐

A2. Meal Service Times Begin Time: :00 End Time: :00

Additional Meal Service Times

A3. Will Offer versus Serve (OVS) be implemented for Lunch? ○ Yes ○ No

A4. What grades are utilizing Offer vs. Server (OVS) for Lunch?

All: ☐ Early Education: ☐ 1st grade: ☐ 5th grade: ☐ 9th grade: ☐
Head Start: ☐ 2nd grade: ☐ 6th grade: ☐ 10th grade: ☐
Pre-Kindergarten: ☐ 3rd grade: ☐ 7th grade: ☐ 11th grade: ☐
Kindergarten: ☐ 4th grade: ☐ 8th grade: ☐ 12th grade: ☐
Other: ☐

A5. How many Points of Service?

A6. Are alternate points of service used? ○ Yes ○ No

Describe your alternate points of service, if used:

Section B - SCHOOL BREAKFAST PROGRAM (SBP)

B1. A. Months of Operation: (Check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐
Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

B. Days of the week meals served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐ Mon: ☐ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐

B2. Meal Service Times Begin Time: :00 End Time: :00

Additional Meal Service Times

B3. Will Offer versus Serve (OVS) be implemented for Breakfast? ○ Yes ○ No

B4. What grades are utilizing Offer vs. Server (OVS) for Breakfast?

All: ☐ Early Education: ☐ 1st grade: ☐ 5th grade: ☐ 9th grade: ☐
Head Start: ☐ 2nd grade: ☐ 6th grade: ☐ 10th grade: ☐
Pre-Kindergarten: ☐ 3rd grade: ☐ 7th grade: ☐ 11th grade: ☐
Kindergarten: ☐ 4th grade: ☐ 8th grade: ☐ 12th grade: ☐
Other: ☐

B5. How many Points of Service?

B6. Are alternate points of service used? ○ Yes ○ No

Describe your alternate points of service, if used:

Section C - AFTERSCHOOL SNACKS (AS)

C1. A. Months of Operation: (Check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐
Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

B. Days of the week snacks served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐ Mon: ☐ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐

C2. Snack Service Times Begin Time: :00 End Time: :00

Alternate Service Times

C3. What time does the normal school day end? :00

C4. Describe the Snack Count Method:

C5. Describe educational or enrichment activities.

C6. Is the site licensed? ○ Yes ○ No

C7. Free and Reduced Enrollment Percentage: 0.00 %

Site is:
- ○ Attendance Area Eligible - Eligible based on this site (claim all snacks free).
- ○ Attendance Area Eligible – Eligible based on another site (claim all snacks free).
- ○ Non-Area Eligible (claim all snacks free, reduced and full price).

Select the qualifying site for the Afterschool Snack Program:

Other:

AFTERSCHOOL SNACKS (AS) Contact

☐ Same as the Site Contact

	Salutation	First Name	Last Name
C8. Name:			

C9. Email Address:

C10. Phone: Ext: Fax:

C11. Title:

Section D - SPECIAL MILK PROGRAM (SMP)

Students participating in Special Milk are not eligibile to also participate in NSLP or SBP.

D1. Site Type:

D2. A. Months of Operation: (Check all that apply)

All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐
Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐

B. Days of the week milk served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐ Mon: ☐ Tue: ☐ Wed: ☐ Thu: ☐ Fri: ☐ Sat: ☐ Sun: ☐

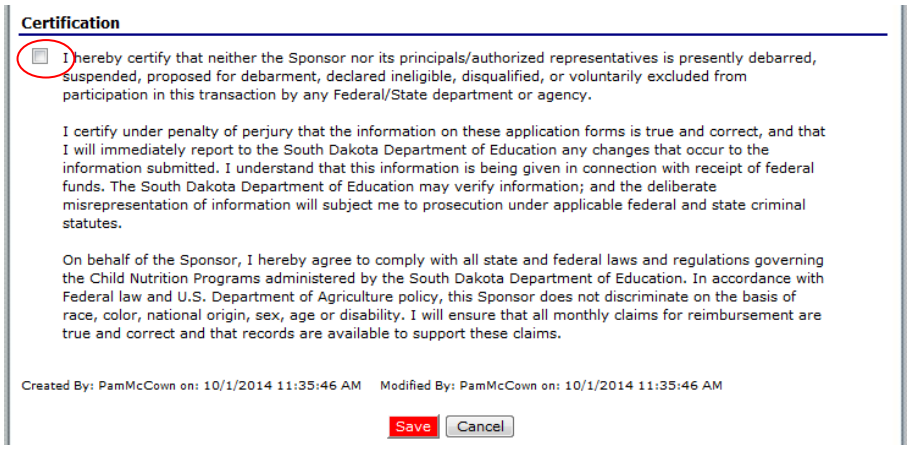
D3. Milk Pricing

Highest charge to children (per ½ pint):

Highest dairy cost (per ½ pint):

Adult Price:

Bid Price:



TIP: Remember to check the Certification box, or you will receive an error.

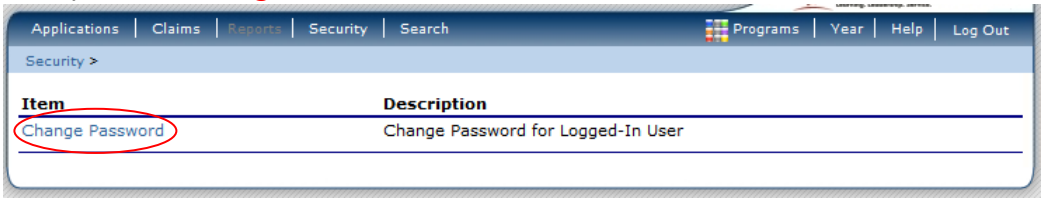
8) Click *Save*

Chapter 7 –Changing your Password

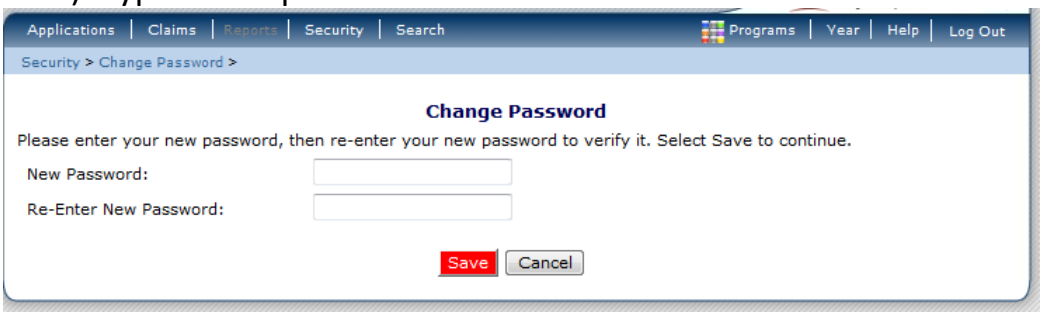
This feature only works once you are already logged in. If you have forgotten your password or are locked out of the system, you will need to send an email to DOE.iCANhelp@state.sd.us or contact 605-773-3413 and request a password reset. A confirmation with your temporary password will be sent to the email address we have on file for you. No password information will be provided to you over the phone.

1) Click on *Security* in the blue menu bar

2) Click *Change Password*



3) Type a new password in both fields.



A password must contain a combination of the following:

- Be at least 10 characters long
- Contain at least one number
- Contain at least one special character ($, %, ^, &, +, =, !)

4) Click *Save*